



AGENDA
Special, Workshop & Town Hall City Council Meeting
Monday, November 17, 2025, 6:00 P.M.
Council Chambers, 116 First Street, Neptune Beach, Florida

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. SWEARING-IN CEREMONY – Officer Nicholas Vecchiarelli
3. PUBLIC COMMENTS
4. ITEMS TO BE CONSIDERED:
 - A. Purchase of Trailer-Mounted High-Pressure Sewer Jetter p.3
 - B. 5th Street Stormwater Outfall Ditch – Bay and Davis Culvert Improvements Design p. 8
 - C. Lifeguard Station Change Order p. 43
5. ADJOURN

WORKSHOP CITY COUNCIL MEETING IMMEDIATELY FOLLOWING
THE ABOVE SPECIAL MEETING

1. CALL TO ORDER / ROLL CALL
2. AWARDS / PRESENTATIONS / RECOGNITION OF GUEST / NONE
3. PUBLIC COMMENTS
4. PROPOSED ORDINANCES / NONE
5. CONTRACTS / AGREEMENTS / NONE
6. ISSUE DEVELOPMENT
 - A. Lifeguard Station Mural Discussion
 - B. Proposed Investment Plan Discussion p. 62
 - C. Public Comment Via Remote Access Discussion
7. PUBLIC COMMENTS
8. COUNCIL COMMENTS
9. ADJOURN

TOWN HALL MEETING
IMMEDIATELY FOLLOWING THE ABOVE WORKSHOP

1. CALL TO ORDER / ROLL CALL
2. PUBLIC COMMENTS – OPEN TOPICS

3. ADJOURN

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statute, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at least 48 hours prior to

Residents attending public meetings can use the code **DD14** to validate their parking session at no cost. After 5:30 on the date of the meeting, follow these steps:

Make sure you are parked in a North Beaches public parking space – we can't validate valet parking or parking in private lots.

- **To use a kiosk:** Using a nearby kiosk, press the Start button and then select 2 to enter your plate and the validation code.
- **To use the Flowbird app:** Tap the nearest yellow balloon and tap "Park here." From the payment screen, select "Redeem a code" at the top. Confirm your information and tap "Purchase" – the price will show "Free."



**Special Meeting Agenda Item #4A
Sewer Jetter**

**CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT**

AGENDA ITEM:	Trailer-Mounted High-Pressure Sewer Jetter
SUBMITTED BY:	Deryle Calhoun, P.E. Public Works Director
DATE:	November 11, 2025
BACKGROUND:	The existing sewer jet unit is 21 years old and parts are increasingly more difficult to acquire. This unit is used to jet smaller sewer lines, such as sewer laterals. Staff have identified a replacement unit of like capacity: https://harben.com/product/e180-trailer-jetter/ The Houston-Galveston Area Council, a cooperative purchasing agreement, was identified as a contract vehicle to procure this equipment. The city attorney has approved its use. The FY26 Adopted Budget provides \$77,700 for this replacement.
BUDGET:	As of 11.10.25, FY26 Sewer Machinery and Equipment is not funded. Sewer Improvements Not Buildings (401-4335-535-60-63) Current Budget is \$2,359,233.10 with Budget Available of \$1,327,874.73. A budget transfer to Machinery and Equipment will be required.
RECOMMENDATION:	Award to Harben, Inc. in the amount of \$70,582.63 and approve budget transfer as noted.
ATTACHMENT:	• Harben Inc, quote • Executed agreement with Houston-Galveston Area Council

Harben, Inc.

2010 Ronald Reagan Blvd
Cumming, GA 30041
Phone: 770-889-9535

Quote Number:	
22801	
Quote Date:	11/10/2025
Expires:	12/10/2025



Quotation

Quote: City of Neptune Beach
To: 2010 Forest Ave
Neptune Beach, FL 32266
United States

Quote Number:	22801	Contact:	Luke Bridges
Quote Date:	11/10/2025	Terms:	Credit Card
Customer:	CIT NEP	Phone:	904-242-5765
Salesperson:	Noah Aguirre	Email:	lbridges@nbfl.us

Thank you for the opportunity to submit this quote.
HGAC pricing

Item	Part Number Description
1	905-128 DTH 375 E180 Wireless (Hatz) Unit Includes: • Hatz Tier 4 Diesel Engine (3H50TIC) • Wireless Control • 10g Antifreeze System W/ 3 Way Valve • Led Strobe Light • 375-Gal Black Loaf Tank • 12 Volt Aux Outlet • Workstation Light Kit • Flow Control Needle Valve Kit • Hatz Engine Manual • Hydraulic Directional Control Valve W/ Speed Control & Detent • Black Rims (2) • Jump Jet Pulsation System • 9" Drain Jet Extension • 2" Tiger Tail W/ Ring and Rope • 10' Leader Hose • Hose Feed Guide • 2 ½ Hydrant Fittings • 10 Black Pressure Discs (5000psi) • Unit Training with Pickup • Color: Black

Item	Part Number Description
2	9031590-012 Green Hose 500' X ½" Sewer Hose
3	06013318-010 Jet Drain H.E. 6R 6 X 1.0mm (4018)
4	06013118-010 Jet Drain H.E. 3R1F 2 X 1.3mm 1 X 1.4mm 0.9F (4018)
6	903796-011 E180 toolbox Single Axle Aluminum Fender Tool Box (12"D X 24"W X 14"H)
10	900-007 E180 Safety Relief Valve Kit
11	900-038 4018 Dump Gun Kit Kit Includes: • Mark 2 Dump Gun • Gun to Hose Swivel Adapter • Mark 2 Gun Holder • ¼ S/S 1515 Dump Gun Tip (Chiseling Tip) • ¼ S/S 0015 Dump Gun Tip (Cutting Tip)

Total: \$70,582.63

Your Total Savings: \$7,260.00

This quote may contain special promotions or pricing valid only through the "Expires On" date supplied on Quote.

Unless specifically stated herein, the pricing represented on this quote does not include, and Harben shall not be responsible for, the cost of freight, insurance, or any required federal, state, or local sales or other taxes, duties, export or custom charges, VAT charges, brokerage or other fees. Final Sales are subject to terms and conditions as set forth in Harben Terms and Conditions supplied at time of order.



**INTERLOCAL CONTRACT FOR
COOPERATIVE PURCHASING**

ILC No.:
ILC25-21240
Permanent Number assigned
by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and **City of Neptune Beach**, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at **2010 Forest Avenue Neptune Beach, FL 32266**.

WITNESSETH

WHEREAS, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on **11/04/2025** (Date), and that it desires to contract with H-GAC on the terms set forth below;

NOW, THEREFORE, H-GAC and the End User do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

ARTICLE 2: APPLICABLE LAWS

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

ARTICLE 3: WHOLE AGREEMENT

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

ARTICLE 4: PERFORMANCE PERIOD

The period of this Contract shall be for the balance of the fiscal year of the End User, which began **10/01/2025** and ends **09/30/2026**. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

ARTICLE 5: SCOPE OF SERVICES

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

ARTICLE 6: PAYMENTS

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H- GAC contractor.

ARTICLE 7: CHANGES AND AMENDMENTS

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

ARTICLE 8: TERMINATION PROCEDURES

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

ARTICLE 9: SEVERABILITY

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 10: FORCE MAJEURE

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

ARTICLE 11: VENUE

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:

City of Neptune Beach

Name of End User (local government, agency, or non-profit corporation)

2010 Forest Avenue

Mailing Address

Neptune Beach, FL 32266

City, State ZIP Code

Signature of chief elected or appointed official | Date

Richard Pike, City Manager

Typed Name & Title of Signatory

Houston-Galveston Area Council

3555 Timmons Lane, Suite 120, Houston, TX
77027

By:  Charles Wemple (Nov 6, 2025 12:41:46 CST)

Executive Director

Date: 11/06/2025



**Special Meeting Agenda Item #4B
Bay and Davis Culvert
Improvements**

**CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT**

AGENDA ITEM:	5 th St. Stormwater Outfall Ditch – Bay and Davis Culvert Improvements
SUBMITTED BY:	Deryle Calhoun, P.E. Public Works Director
DATE:	November 12, 2025
BACKGROUND:	In 2023, CONB City Council approved the stormwater strategic plan which was developed after receiving input from residents in a series of workshops. Two stormwater conveyance choke points identified in the plan are undersized culverts on the 5th Street Ditch at Bay Street and Davis Street. Jones Edmunds created a city-wide stormwater model that will be used to properly size the subject culverts to ensure sufficient capacity for future upstream improvements, including upsizing pipes crossing 3rd Street and improvements to the drainage system east of 3rd. Based upon a recent bid experience in Jacksonville Beach, a construction budget estimate for both projects is \$2.65M. Jones Edmunds has provided lump sum proposals for data collection, design and permitting: • Bay Street - \$123,496.00 • Davis Street - \$121,596.00 The proposals: • Are separated because the Florida Legislature approved an appropriation of \$500k for the Bay Street project and therefore must be managed separately • Assume both projects will be designed concurrently • Do not include bid package development, nor bid and construction phase services Both project designs were included in the FY26 Adopted Budget at \$125k each. Construction costs will be budgeted in FY27 or beyond.
BUDGET:	Budget report on 11.12.25 indicates an FY26 Current Budget for Stormwater Improvements – Not Buildings (441-1441-541-60-63) of \$3,493,199.73 with a Budget Available of \$1,916,027.70
RECOMMENDATION:	• Award to Jones Edmunds in the amount of \$245,092.00
ATTACHMENT:	• Proposals from Jones Edmunds • Fee breakdown spreadsheets

October 30, 2025

Deryle Calhoun, Jr., PE
Public Works Director
City of Neptune Beach
2010 Forest Avenue
Neptune Beach, Florida 32266

RE: Bay Street Drainage Structure Improvements
Scope of Services
Contract: CONB RFQ 2021-04 (Amended August 4, 2025)
Jones Edmunds Opportunity No.: TBD

Dear Mr. Calhoun:

Jones Edmunds is pleased to continue serving the City of Neptune Beach with professional and technical engineering services for the removal and replacement of the undersized drainage structures at Bay Street as identified in the Technical Memorandum dated July 5, 2023. The project will design and permit appropriately sized twin concrete box culverts at this location.

This Scope of Services is based on discussions between Jones Edmunds (Consultant) and the City and includes the professional engineering activities associated with preparing construction documents suitable for bidding and construction.

SCOPE OF SERVICES

TASK 1 KICKOFF MEETING AND DATA COLLECTION

SUBTASK 1.1 PRE-DESIGN MEETING AND SITE VISIT

Jones Edmunds will meet with the City to discuss the overall project objectives, which will include culvert sizes, environmental impacts, surveying, subsurface utility engineering (SUE), maintenance-of-traffic (MOT), permitting, schedule, and communication protocols.

Deliverables: Jones Edmunds will prepare meeting minutes and action items and deliver the minutes through email.

SUBTASK 1.2 DATA COLLECTION

Jones Edmunds will engage a Florida-licensed professional land surveyor (PLS) subconsultant, DRMP, to perform a topographic and location survey at the proposed box culvert location. The survey will include utility locates, limited SUE, horizontal and vertical control, right-of-way limits, topographic features, and trees over 6 inches in diameter. This Scope of Services includes a proposal and fee estimate from DRMP.

Jones Edmunds will subcontract with Meskel & Associates Engineering (MEA) to perform a Geotechnical Exploration. We will use the geotechnical data for our design effort.

Jones Edmunds will perform a site visit to evaluate the extent of surface waters and wetlands.

Deliverables: Jones Edmunds will provide original computer-aided design (CAD) files and a PDF of the survey, electronically signed and sealed by the surveyor. Jones Edmunds will also provide a signed-and-sealed geotechnical report in PDF format.

SUBTASK 1.3 HYDRAULIC MODELING AND CULVERT SIZING

Jones Edmunds will use the City's hydrologic and hydraulic stormwater model to determine an appropriate and permittable size of the new culvert crossing at Bay Street. This may include model scenarios that account for future upstream improvements to the culvert crossings under SR-A1A (3rd Street) to account for future flow conditions that may occur at the Bay Street crossing. Jones Edmunds will conduct a virtual meeting with City Staff to discuss the results of the modeling, the proposed culvert sizing, and come to a consensus on the culvert size that will be designed.

Deliverables: Jones Edmunds will conduct a virtual meeting with City Staff to present results of the hydraulic modeling and determine the culvert size that will be designed.

TASK 2 ENGINEERING DESIGN SERVICES

SUBTASK 2.1 30% DESIGN DRAWINGS

Jones Edmunds will prepare 30% Design Drawings based on feedback from the City during the on-site kick off meeting and culvert sizing meeting. Jones Edmunds will prepare an agenda and attend a 30% design review meeting with Neptune Beach Public Works. Jones Edmunds will prepare and distribute meeting minutes following the 30% design review meeting.

- Cover, General Notes, and details.
- 30% engineering design.

Deliverables: Jones Edmunds will deliver one PDF of the 30% Design Drawings, one PDF of the Specifications, and meeting minutes of the design review meeting.

SUBTASK 2.2 90% DESIGN DRAWINGS, OPINION OF COST, AND SPECIFICATIONS

Jones Edmunds will prepare the 90% Design Drawings and Specifications suitable for permitting with regulatory agencies and address the City of Neptune Beach's comments provided during the 30% design review. We will subcontract with Wekiva Engineering for the structural design elements.

A full set of Specifications will be prepared using Jones Edmunds' standard Construction Standards Institute (CSI) 16-division format Front-End Documents and Technical Specifications. The design deliverable will include an Engineer's Opinion of Probable Construction Cost (EOPCC). The Drawings will include the following:

- Cover, General Notes, and details.
- 90% engineering design, including structural sheets.
- Erosion Control.
- Maintenance of Traffic.
- Draft Specifications.
- EOPCC

Deliverables: Jones Edmunds will deliver a PDF of the final Drawings, Specifications, and EOPCC.

SUBTASK 2.3 FINAL Design DOCUMENTS

Jones Edmunds will prepare the Final Design Drawings and Specifications suitable for bidding and address the City of Neptune Beach's comments provided during the 90% design review meeting. The final design deliverable will include an Engineer's Opinion of Probable Construction Cost (EOPCC). The Drawings will include the following:

- Cover, General Notes, and details.
- Final engineering design including structural sheets.
- Erosion Control.
- Maintenance of Traffic.
- Specifications.
- EOPCC.
- Regulatory permits.

Deliverables: Jones Edmunds will deliver a PDF of the final Drawings, Specifications, and EOPCC.

TASK 3 PERMITTING

The Consultant will assist the City of Neptune Beach with the acquisition of the permits needed to complete this project. The Consultant expects to complete the permit applications upon completion of the 90% documents. The draft permit applications will be submitted to the City of Neptune Beach for review and finalized upon receipt of comments. The Consultant will finalize the permit applications and route them for signature as needed. The

Consultant will prepare the supporting documents needed for each application and submit the documents to the appropriate agency. Permitting fees are included in the fee estimates. The following outlines the permits expected and included in this Scope of Work.

TASK 3.1 – ST. JOHNS RIVER WATER MANAGEMENT DISTRICT (SJRWMD)

The Consultant will prepare and submit a permit application to SJRWMD for the proposed improvements. The Consultant will assist in gaining approval of the application.

The Consultant will monitor the approval process during the SJRWMD review. The Consultant will provide responses to up to one (1) Request for Additional Information (RAI) and submit them to the City of Neptune Beach for review. Additional meetings and/or RAIs are considered outside this Scope of Work and will be completed under a separate Task Authorization. Permitting fees are included in the fee estimates. We expect the surface water and wetland impacts to be minimal and thus do not anticipate wetland mitigation.

TASK 3.2 – US ARMY CORP OF ENGINEERS (USACE)

Jones Edmunds will prepare and submit a permit application to USACE for their review related to environmental impacts for installing the headwalls and erosion protection. The City of Neptune Beach will provide information to complete the application form. We will provide responses for up to one (1) RAI and submit them to the City of Neptune Beach for review. Permitting fees are included in the fee estimate. We expect the surface water and wetland impacts to be minimal and thus do not anticipate wetland mitigation.

SCHEDULE

This Task Assignment shall commence upon receipt of a Notice to Proceed (NTP) and continue until the Scope of Services is completed and accepted by the City. If the schedule is altered because of unexpected delays, Jones Edmunds will notify the City's Project Manager, and a mutually agreeable revised schedule will be established.

Milestone	Activity Duration (Days)	Days from NTP
Task 1 – Kickoff Meeting and Data Collection Services		
Pre-Design Meeting and Site Visit	1	7
Survey, SUE, Geotechnical	30	37
Task 2 –Engineering Design Services		
30% Design Drawings	45	82
30% Design Review	14	96
90% Design Drawings and Specifications	90	186
90% Design Review	14	200
Final Design Documents (pending permits)		260
Task 3 –Permitting		

Milestone	Activity Duration (Days)	Days from NTP
SJRWMD (Concurrent with Final Design Documents)	45	245
USACE (Concurrent with Final Design Documents)	60	260
Project Closeout	TBD	TBD

COMPENSATION

Based on this Scope of Services, the City will compensate Jones Edmunds for a total lump sum fee of \$123,496. A detailed Fee Estimate is attached. Engineering Services during Construction can be provided under a separate task order, if needed.

Task	Fee
Task 1 – Kick off meeting, site visit, data collection (LS)	\$46,921
Task 2 – Engineering Design Services (LS)	\$66,372
Task 3 – Permitting (LS)	\$10,202
TOTAL	\$123,496

PROPOSAL CLARIFICATIONS

CITY RESPONSIBILITIES

The following items are excluded from this Scope of Service and shall be provided by the City unless the City and Jones Edmunds agree on an additional scope and fee for said services:

- Engineering Services During Construction.
- Permit Closeout.
- Timely review of project deliverables (2 weeks are assumed for schedule purposes).

EXCLUSIONS

The following items or services are excluded from this Scope of Services:

- Groundwater Modeling/pump testing.
- Ownership or Easement Issues – Easement Documents.
- Tree Mitigation/Landscape Design/Irrigation.
- Notice of Commencement.
- Construction Supervision.
- Materials Testing.
- Public Outreach.
- Permitting other than listed above.
- Wetland mitigation permitting.

Deryle Calhoun, Jr., PE
October 30, 2025
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If you have any questions or comments, please contact Jarrod P. Hirneise at (904) 440-7504 or via email at JHirneise@jonesedmunds.com.

Sincerely,



Jarrod P. Hirneise, PE
Department Manager
8657 Baypine Road, Suite 300
Jacksonville, Florida 32256

Attachments: Fee Estimate
Subconsultant Proposals



Project Name: Bay Street Drainage Strucutre Improvements
Client: The City of Neptune Beach
Opportunity Number:

Project Fee Estimate

Staffing Plan

Staffing Plan								
Sr. Project Manager	Project Officer QA	Sr. Engineer	Engineer Intern	Construction Administrator	Senior Scientist	CADD Designer	Const Proj Coordinator	Sr. Admin. Assistant
\$245.63	\$266.99	\$245.63	\$109.94	\$152.45	\$170.87	\$114.33	\$81.67	\$103.44

General Engineering Continuing Contract -

Task No.	Task Description	Hours									Labor Hours	Direct Labor	Expenses	Subconsultant Effort	Total Fee
1	Kickoff Meeting and Site Visit and Data Collection														
	Subtotal	9	4	19	21	0	8	8	0	5	74	\$ 13,053	\$ 500	\$ 33,368	\$ 46,921
2.1	30% Design														
	Subtotal	8	2	36	40	0	0	16	0	8	110	\$ 18,396	\$ 250	\$ -	\$ 18,646
2.2	90% Design														
	Subtotal	9	5	56	70	0	0	48	0	10	198	\$ 31,519	\$ 500	\$ 6,100	\$ 38,119
2.3	Bid Documents and Bidding														
	Subtotal	7	2	13	22	0	0	8	0	8	60	\$ 9,607	\$ -	\$ -	\$ 9,607
3	Permitting														
	Subtotal	4	2	14	10	0	16	0	0	4	50	\$ 9,202	\$ 1,000	\$ -	\$ 10,202
	Total	37	15	138	163	0	24	80	0	35	492	\$ 81,778	\$ 2,250	\$ 39,468	\$ 123,496

October 29, 2025

Jarrod P. Hirneise, PE
Department Manager
8657 Baypine Road, Suite 300
Jacksonville, FL 32256-8634
O. 904.744.5401

sent via Email: JHirneise@jonesedmunds.com

Subject: Subsurface Utility Engineering Services & Topographic/Existing Conditions Survey for the “City of Neptune Beach –Bay St.” Project in Duval, FL

Dear Mr. Hirneise,

DRMP Inc. (DRMP) is pleased to submit the following proposal to Jones Edmunds (Client) for Subsurface Utility Engineering & Survey Services on the above referenced project. Our scope of services, schedule, compensation and terms are included herein.

PART I SCOPE OF SERVICES

A: Subsurface Utility Engineering Services

SUBSURFACE UTILITY DESIGNATION SERVICES (Quality Level B)

DRMP will provide Designating services to detect and mark apparent utilities within the project limits as depicted on Exhibit “C”. Utilities will be marked, in the field, with flags and paint as they are discovered. Designation flags/marks will contain discernable information on utilities such as type of facility, size, material and owner identification that will need to be attributed to the survey data collected. Efforts will be performed in accordance with ASCE/UESI/CI 38-22, Section 472.027, Florida Statutes Underground Facility Damage Prevention and Safety Act, Chapter 556, Florida Statutes.

Please note, Ground Penetrating Radar can be very effective in identifying subsurface disturbances, however there are limitations. The depth, range and clarity of the returned image are limited by the electrical conductivity of the ground. Optimal penetration is achieved in drier, sandier soils. Adversely, in wetter, clay laden soils with higher electrical conductivity, penetration is reduced, sometimes to only a few centimeters. Depending on the nature of the soil for the areas shown on the Exhibits, results may vary greatly throughout any given site. DRMP makes no guaranty of GPR investigation efficacy, details for each area and qualification of GPR signal will be described in project reports and deliverables.

SUBSURFACE UTILITY LOCATING SERVICES (Quality Level A)

Once Designating is complete, DRMP will provide utility Locating services via vacuum excavation test holes to verify vertical and horizontal locations of specific utilities as directed by the Client. This scope includes up to ten (10) test holes. Test holes consist of neatly cutting and removing existing cover, vacuum excavating down to the target utility, recording pertinent characteristics such as size/material and depth, then backfilling the hole with like or same material to restore to original condition. Restoration shall be limited to temporary cold patch, should additional restoration be required, this proposal may need revision. Actual location of test holes will be determined by



Designating efforts as described previously. If asphalt, or concrete, thicker than 4" is encountered more time may be required to complete and billed at the rates provided.

If test holes are requested on non-conductive/untraceable utilities, DRMP will coordinate with Client and respective utility owner, on-site personnel if private property and available records to determine the location to perform the test hole. One (1) attempt shall be made, which may or may not expose the target utility. Should the utility not be exposed, DRMP will coordinate with the Client for direction on digging additional test holes, if required, and shall be compensated for time spent performing additional holes.

DRMP will prepare a detailed report utilizing a subsurface utility form to describe the utilities and provide detailed information as to the size, type, material, owner (if known) and the depth from an iron pin marking each utility location at the surface. All efforts will be performed in accordance with the Underground Facility Damage Prevention and Safety Act, Chapter 556, Florida Statutes. All work shall conform to ASCE/UESI/CI 38-22.

RECORDS CORRELATION (Quality Level C)

This effort is defined as utilizing professional judgement to scale and rotate utility record data to existing topographic features within an updated Survey. Quality Level C is also utilized to signify where geophysical detection signals are determined weak or unreliable.

UTILITY RECORDS RESEARCH (Quality Level D)

This effort is defined as utilizing the Sunshine One Call System and historical research to identify and contact each Utility Owner/Agency (UAO) within the project limits and request any available utility records. DRMP will submit a Design ticket through the system and make the request. However, utility records may be limited based on the timeline provided by the client to deliver our field results. Therefore, information will be limited to what is available within the timeframe provided.

TEMPORARY TRAFFIC CONTROL/MAINTENANCE OF TRAFFIC

DRMP will perform Temporary Traffic Control/Maintenance of Traffic (MOT) limited to FDOT Index 102-602. If the Designating effort reveals alignments of utilities require more extensive TTC/MOT, DRMP will convey that information to the Client to coordinate additional effort and cost associated.

B: PROFESSIONAL SURVEY SERVICES

TOPOGRAPHIC SURVEY

A Topographic/Existing Conditions Survey will be conducted and limited to the lands located in Exhibit "C" of this proposal. The Survey data will be referenced to the North American Datum of 1983, National Adjustment of 2011 NAD83(2011), Florida East Zone, State Plane, U.S. Survey Feet. The vertical component of the survey will be referenced to the North American Vertical Datum of 1988 (NAVD88).

DELIVERABLES

A Topographic/Existing Conditions Survey, mapped at an appropriate scale, will be signed and sealed by a Florida Licensed Surveyor & Mapper. As well as the AutoCAD drawing in digital format, ACAD file adhering to Jones Edmunds CAD Standards.



PART II COMPENSATION SUMMARY AND TERMS

The following summarizes the fees and billing terms as proposed by DRMP for the Scope of Services as presented herein. Please note billing terms in Exhibit "B". This effort shall be invoiced as Lump Sum.

The Services Fees are as follows:

Item	Description		
A	SUE Designating	Lump Sum Fee	\$9,937.50
B	Topographic/Existing Conditions Survey	Lump Sum Fee	\$8,760.00
		Total Lump Sum Fee	\$18,697.50

Per Soft/Hard Dig

Cover Type	Unit Type	Unit Price
Soft Surface (Grass, Dirt)	Hole (<7' Deep, TTC/MOT Limited to Index 613, Restoration limited to cold patch/concrete mix)	\$650
Hard Surface (Asphalt, Concrete)	Hole (<7' Deep, TTC/MOT Limited to Index 613, Restoration limited to cold patch/concrete mix)	\$750



PART III ASSUMPTIONS AND CLARIFICATIONS

The client shall provide all necessary information below, including updates to previously provided information and any other information reasonably requested by DRMP.

Items to be provided include:

- Engineering plans, drawings of proposed construction, conceptual plan.
- Access to the property, or escort, if necessary.
- Any available Plans, As-Built, Utility Records collected by the client.

PART IV SCHEDULE

We anticipate availability to begin our efforts within fifteen (15) business days from receiving notice to proceed. DRMP will perform this work as expeditiously as practical, weather permitting, to meet a mutually agreed schedule upon receipt of your written authorization to proceed.

In the event, Client desires to change or expand upon these proposed services, an additional fee shall be negotiated. This renegotiation shall be accomplished prior to commencing the additional work, and may be necessary for any of the following services which are not a part of this contract: Certifications other than shown above, additional section work, excessive title review and plotting of easements, response to any comments by a third party (i.e., buyer's attorney, lender's attorney, title personnel), digging or locating buried utilities, or any request for additions to be made to the survey such as wetland locations, offsite sketches, tree location, etc., will be performed as an extra cost on a time and material basis, per our current hourly rates on Exhibit "A". The cost of any required permits will be the responsibility of the client prior to obtaining permit.

It may be necessary for the Project Manager to call the client to receive verification and authorization for Extra Costs stated above in the preceding paragraph and may further require the client to sign an Additional Work Authorization Form for any out-of-scope requests.

We sincerely appreciate this opportunity to provide professional services for this project. Space has been provided for your acceptance of this proposal. Your signature will constitute a contract between us for the work, methods of compensation, etc. as specified.

Sincerely,
DRMP, Inc.

C. William Faust, III, PSM
Jacksonville Survey Manager

Albert Taylor III
Jacksonville SUE Group Leader

Accepted by:

Date

Print Name: _____
Title: _____

Witness signature Date

Print Name: _____
Title: _____

EXHIBIT "C"



October 28, 2025

Jarrold P. Hirneise, PE
 Jones Edmunds
 8657 Baypine Road, Suite 300
 Jacksonville, Florida 32256

Subject: Proposal for Geotechnical Exploration and Engineering Services
 Bay Street Culvert Design
 Neptune Beach, Florida
 MAE Proposal No. 250678

Dear Mr. Hirneise:

MESKEL & ASSOCIATES ENGINEERING, PLLC (MAE) is pleased to present this proposal to provide the geotechnical exploration and engineering services for the subject project. You provided the project details via email on October 23, 2025, which included an aerial image and proposed boring locations for a proposed pipe or box culvert on Bay Street in Neptune Beach, Florida.

Based on our correspondence with you and the information provided, the planned construction will consist of the replacement of the existing culvert(s) at Bay Street, approximately 250 feet west of SR A1A (3rd Street). At this preliminary stage, the specific culvert design and type of foundation was unknown. Preliminarily, we presume that a pipe or box culvert will be utilized. If planned design changes considerably from that presumed, MAE should be notified to re-evaluate our proposed scope and fees. The objective of the geotechnical exploration is to provide site and subsurface information to evaluate the subsurface conditions at the site for the proposed construction. Based on the information provided, we propose the following field services :

Test Location	Test No. & Type	Test Depth ft below ground surface
Proposed Culvert North & South	2 SPT ⁽¹⁾	30
Muck Probes ⁽²⁾	12 to 16	2+

1. (SPT) borings will be performed at the specified locations. The number of borings and the fee estimate are based on the maximum quantity shown in the table. The borings will be performed in general accordance with ASTM D1586.

2. Muck probes will be performed to identify very soft or otherwise unsuitable/organic soils present in the bottom of the existing channel. Quantities and fees are based on the maximum shown in the table.

Due to overhead power along Bay Street, we expect that drilling in the drive lanes and Maintenance-of-Traffic (MOT) will be required to provide safe access to the pavement boring location. We expect that one boring will be performed through the existing pavement, with the second boring near the roadway shoulder. Pavement patching is expected using cold asphalt patch upon completion of the boring within the pavement area(s).

In accordance with Florida law, we will attempt to locate existing underground utilities at the site by utilizing the Sunshine State One-Call (SSOC) system. We may also subcontract with a private utility locating company to locate any utilities not registered with SSOC, if necessary; however, we have not included a fee for this service herein. The SPT borings will be backfilled with grout and/or hole plug. We will take all reasonable precautions to mitigate damage to property and will reasonably return the site to a condition similar to that existing prior to the start of our fieldwork.

The recovered soil samples will be described in the field by the field crew. The field logs and samples will be delivered to our laboratory where the logs will be reviewed, and the samples classified by a geotechnical engineer. Laboratory classification and index property tests will be performed as necessary on selected soil samples to confirm the soil classification and provide engineering characteristics to estimate compressibility.

A geotechnical engineer, licensed in the State of Florida, will direct the geotechnical exploration and provide an engineering evaluation of the subsurface conditions encountered at the boring locations. The results of the exploration and evaluation will be documented in a report that will include the following:

- Our understanding of the planned construction;
- The observed site conditions, such as topography, surface vegetation, etc. as they relate to the anticipated construction;
- The field and laboratory test procedures used and the results obtained;
- The encountered subsurface conditions, including subsurface profiles, measured groundwater levels, and estimated geotechnical engineering properties, as necessary;
- An estimate of the normal Seasonal High Groundwater Level at the site;
- Evaluation of the subsurface conditions to develop recommendations for the proposed culvert design and pavement restoration;
- The Environmental Classification of the site soils using the current edition of the *FDOT Structures Design Guidelines* based on the results of the soil corrosion tests;
- An evaluation of the subsoil conditions to aid the Contractor with pipe or box culvert installation;
- Recommendations for removal of unsuitable soils and corresponding placement of backfill, if required;
- Recommendations for pipe bedding or support and placement of soil backfill; and
- Recommendations for testing required during site preparation and earthwork construction.

Based on the scope of the services outlined above, we propose to complete our work for a lump sum fee of **\$8,900.00**. This fee includes the required MOT, obtaining a drill permit with the City of Neptune Beach, and utility coordination and assumes the work can be completed within one day. If these services are authorized and performed concurrently with the scope of services outlined in our Proposal No. 250679 for the Davis Street Culvert, our fee will be **\$8,600.00**, allowing for a reduction in our mobilization fee. Additionally, if these services are authorized and performed concurrently with the scope of services outlined in our Proposal No. 250679, such that both culverts may be addressed in one report, our fee will be **\$7,400.00**, allowing for a reduction in our reporting fee.

This fee is valid for 90 days following the date of this proposal. This fee includes submittal of an electronic copy of the report. Bound, paper copies can be provided at an additional cost of \$100 per copy. We will

contact you immediately if we encounter subsurface conditions that could require the borings to be advanced to deeper depths, and/or if additional engineering analysis/evaluation outside the scope of this proposal is necessary.

A returned copy of the attached authorization sheet will authorize our work. Our work will be performed in accordance with our General Conditions, a copy of which is attached to and made as part of this proposal.

We anticipate mobilizing our field crew to the site within 1 to 2 weeks once authorization to proceed is received, given our current schedule and permit approval. A utility locate request will be submitted 1 week before anticipated mobilization, which is contingent on all utilities at the site being located and marked. We anticipate that the fieldwork will take 1 day to complete, weather permitting. Laboratory testing will take approximately 1 week depending on the amount of lab testing assigned. We expect to submit our geotechnical report for the subject project 2 to 3 weeks after completion of the field testing.

We appreciate this opportunity to provide this proposal for your project. If you have any questions concerning this proposal, or if we can serve you in any other way, please contact us.

Sincerely,

Meskel & Associates Engineering, PLLC



Taylor Foster
Staff Engineer



Maximilian Kemnitz, P.E.
Senior Geotechnical Engineer

Distribution: Mr. Jarrod P. Hirneise, P.E. – Jones Edmonds

One (1) e-mail copy



1320 Wilfred Drive
Orlando FL, 32803
Phone: (407) 219-4454

Wekiva Project Number: 25-463

October 23th, 2025

Mr. Jarrod Hirneise, PE
Jones Edmunds
8657 Baypine Road, Suite 300
Jacksonville, FL 32256

Re: Proposal for Structural Engineering Services
City of Neptune Beach – Bay Street and Davis Street Crossing
Neptune Beach, Florida

Dear Mr. Hirneise:

Wekiva Engineering, LLC (Wekiva) is pleased to submit this proposal to provide structural engineering services to Jones Edmunds (JE) for the above-referenced project. It is our understanding that the City of Neptune Beach (City) is in need of the replacement/upgrade of two existing box culvert crossings. It is our understanding that the structural scope of work will include the following:

- Bay Street Crossing: Design of a new double-barrel box culvert crossing (11'x4'). The box culvert crossing is anticipated to be approximately 55 ft in length with cast-in-place headwalls on each end.
- Davis Street Crossing: Design of a new double-barrel box culvert crossing (10'x5'). The box culvert crossing is anticipated to be approximately 64 ft in length with cast-in-place headwalls on each end.

Wekiva will design the culvert crossings in accordance with the Florida Building Code and applicable FDOT design standards. The box culvert will be designed as precast or cast-in-place as determined during design.

SCOPE OF SERVICES

Wekiva proposes the following work task:

Task 1.1: Bay Street - Site Visit: Wekiva will visit the site to view existing conditions, gather field data and take measurements as necessary for the design. In addition, Wekiva staff will attend the project's kickoff meeting virtually.

Task 1.2: Bay Street - Prepare Drawings and Specifications (60%, 90%, & 100%): Wekiva will prepare drawings and specifications for the items described above. There are expected to be a total of 5 drawings along with divisions 3, and 5 specifications. We will also provide opinions of probable cost of construction at each milestone. In addition, Wekiva staff will attend review meetings virtually at each project milestone.

Task 1.3: Bay Street - Bidding Services: Wekiva staff will assist JE staff with the answering of Contractor questions and issuing of addenda. Wekiva will also prepare a conformed set of documents.

Task 2.1: Davis Street - Site Visit: Wekiva will visit the site to view existing conditions, gather field data and take measurements as necessary for the design. In addition, Wekiva staff will attend the project's kickoff meeting virtually.

Task 2.2: Davis Street - Prepare Drawings and Specifications (60%, 90%, & 100%): Wekiva will prepare drawings and specifications for the items described above. There are expected to be a total of 5 drawings along with divisions 3, and 5 specifications. We will also provide opinions



1320 Wilfred Drive
Orlando FL, 32803
Phone: (407) 219-4454

of probable cost of construction at each milestone. In addition, Wekiva staff will attend review meetings virtually at each project milestone.

Task 2.3: Davis Street - Bidding Services: Wekiva staff will assist JE staff with the answering of Contractor questions and issuing of addenda. Wekiva will also prepare a conformed set of documents.

COST AND SCHEDULE

Wekiva proposes to undertake the work described above on a lump sum fixed fee basis for a total price of **\$12,200**, where the fee associated with the individual tasks is as follows:

• Task 1.1	\$750
• Task 1.2	\$4,500
• Task 1.3	\$850
• Task 2.1	\$750
• Task 2.2	\$4,500
• Task 2.3	\$850
• Total	\$12,200

TERMS AND CONDITIONS

Wekiva will begin work immediately upon your notice to proceed. We will issue monthly invoices for the work accomplished during the calendar month. We appreciate the opportunity to submit this proposal to JE. If you have any questions or need further information, please call.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Morris'.

David S Morris, P.E.
Member

October 30, 2025

Deryle Calhoun, Jr., PE
Public Works Director
City of Neptune Beach
2010 Forest Avenue
Neptune Beach, Florida 32266

RE: Davis Street Drainage Structure Improvements
Scope of Services
Contract: CONB RFQ 2021-04 (Amended August 4, 2025)
Jones Edmunds Opportunity No.: TBD

Dear Mr. Calhoun:

Jones Edmunds is pleased to continue serving the City of Neptune Beach with professional and technical engineering services for the removal and replacement of the undersized drainage structures at Davis Street as identified in the Technical Memorandum dated July 5, 2023. The project will design and permit appropriately sized twin concrete box culverts at this location.

This Scope of Services is based on discussions between Jones Edmunds (Consultant) and the City and includes the professional engineering activities associated with preparing construction documents suitable for bidding and construction.

SCOPE OF SERVICES

TASK 1 KICKOFF MEETING AND DATA COLLECTION

SUBTASK 1.1 PRE-DESIGN MEETING AND SITE VISIT

Jones Edmunds will meet with the City to discuss the overall project objectives, which will include culvert sizes, environmental impacts, surveying, subsurface utility engineering (SUE), maintenance-of-traffic (MOT), permitting, schedule, and communication protocols.

Deliverables: Jones Edmunds will prepare meeting minutes and action items and deliver the minutes through email.

SUBTASK 1.2 DATA COLLECTION

Jones Edmunds will engage a Florida-licensed professional land surveyor (PLS) subconsultant, DRMP, to perform a topographic and location survey at the proposed box culvert location. The survey will include utility locates, limited SUE, horizontal and vertical control, right-of-way limits, topographic features, and trees over 6 inches in diameter. This Scope of Services includes a proposal and fee estimate from DRMP.

Jones Edmunds will subcontract with Meskel & Associates Engineering (MEA) to perform a Geotechnical Exploration. We will use the geotechnical data for our design effort.

Jones Edmunds will perform a site visit to evaluate the extent of surface waters and wetlands.

Deliverables: Jones Edmunds will provide original computer-aided design (CAD) files and a PDF of the survey, electronically signed and sealed by the surveyor. Jones Edmunds will also provide a signed-and-sealed geotechnical report in PDF format.

SUBTASK 1.3 HYDRAULIC MODELING AND CULVERT SIZING

Jones Edmunds will use the City's hydrologic and hydraulic stormwater model to determine an appropriate and permittable size of the new culvert crossing at Davis Street. This may include model scenarios that account for future upstream improvements to the culvert crossings under SR-A1A (3rd Street) to account for future flow conditions that may occur at the Davis Street crossing. Jones Edmunds will conduct a virtual meeting with City Staff to discuss the results of the modeling, the proposed culvert sizing, and come to a consensus on the culvert size that will be designed.

Deliverables: Jones Edmunds will conduct a virtual meeting with City Staff to present results of the hydraulic modeling and determine the culvert size that will be designed.

TASK 2 ENGINEERING DESIGN SERVICES

SUBTASK 2.1 30% DESIGN DRAWINGS

Jones Edmunds will prepare 30% Design Drawings based on feedback from the City during the on-site kick off meeting and culvert sizing meeting. Jones Edmunds will prepare an agenda and attend a 30% design review meeting with Neptune Beach Public Works. Jones Edmunds will prepare and distribute meeting minutes following the 30% design review meeting.

- Cover, General Notes, and details.
- 30% engineering design.

Deliverables: Jones Edmunds will deliver one PDF of the 30% Design Drawings, one PDF of the Specifications, and meeting minutes of the design review meeting.

SUBTASK 2.2 90% DESIGN DRAWINGS, OPINION OF COST, AND SPECIFICATIONS

Jones Edmunds will prepare the 90% Design Drawings and Specifications suitable for permitting with regulatory agencies and address the City of Neptune Beach's comments provided during the 30% design review. We will subcontract with Wekiva Engineering for the structural design elements.

A full set of Specifications will be prepared using Jones Edmunds' standard Construction Standards Institute (CSI) 16-division format Front-End Documents and Technical Specifications. The design deliverable will include an Engineer's Opinion of Probable Construction Cost (EOPCC). The Drawings will include the following:

- Cover, General Notes, and details.
- 90% engineering design, including structural sheets.
- Erosion Control.
- Maintenance of Traffic.
- Draft Specifications.
- EOPCC

Deliverables: Jones Edmunds will deliver a PDF of the final Drawings, Specifications, and EOPCC.

SUBTASK 2.3 FINAL Design DOCUMENTS

Jones Edmunds will prepare the Final Design Drawings and Specifications suitable for bidding and address the City of Neptune Beach's comments provided during the 90% design review meeting. The final design deliverable will include an Engineer's Opinion of Probable Construction Cost (EOPCC). The Drawings will include the following:

- Cover, General Notes, and details.
- Final engineering design including structural sheets.
- Erosion Control.
- Maintenance of Traffic.
- Specifications.
- EOPCC.
- Regulatory permits.

Deliverables: Jones Edmunds will deliver a PDF of the final Drawings, Specifications, and EOPCC.

TASK 3 PERMITTING

The Consultant will assist the City of Neptune Beach with the acquisition of the permits needed to complete this project. The Consultant expects to complete the permit applications upon completion of the 90% documents. The draft permit applications will be submitted to

the City of Neptune Beach for review and finalized upon receipt of comments. The Consultant will finalize the permit applications and route them for signature as needed. The Consultant will prepare the supporting documents needed for each application and submit the documents to the appropriate agency. Permitting fees are included in the fee estimates. The following outlines the permits expected and included in this Scope of Work.

TASK 3.1 – ST. JOHNS RIVER WATER MANAGEMENT DISTRICT (SJRWMD)

The Consultant will prepare and submit a permit application to SJRWMD for the proposed improvements. The Consultant will assist in gaining approval of the application.

The Consultant will monitor the approval process during the SJRWMD review. The Consultant will provide responses to up to one (1) Request for Additional Information (RAI) and submit them to the City of Neptune Beach for review. Additional meetings and/or RAIs are considered outside this Scope of Work and will be completed under a separate Task Authorization. Permitting fees are included in the fee estimates. We expect the surface water and wetland impacts to be minimal and thus do not anticipate wetland mitigation.

TASK 3.2 – US ARMY CORP OF ENGINEERS (USACE)

Jones Edmunds will prepare and submit a permit application to USACE for their review related to environmental impacts for installing the headwalls and erosion protection. The City of Neptune Beach will provide information to complete the application form. We will provide responses for up to one (1) RAI and submit them to the City of Neptune Beach for review. Permitting fees are included in the fee estimate. We expect the surface water and wetland impacts to be minimal and thus do not anticipate wetland mitigation.

SCHEDULE

This Task Assignment shall commence upon receipt of a Notice to Proceed (NTP) and continue until the Scope of Services is completed and accepted by the City. If the schedule is altered because of unexpected delays, Jones Edmunds will notify the City's Project Manager, and a mutually agreeable revised schedule will be established.

Milestone	Activity Duration (Days)	Days from NTP
Task 1 – Kickoff Meeting and Data Collection Services		
Pre-Design Meeting and Site Visit	1	7
Survey, SUE, Geotechnical	30	37
Task 2 –Engineering Design Services		
30% Design Drawings	45	82
30% Design Review	14	96
90% Design Drawings and Specifications	90	186
90% Design Review	14	200

Milestone	Activity Duration (Days)	Days from NTP
Final Design Documents (pending permits)		260
Task 3 –Permitting		
SJRWMD (Concurrent with Final Design Documents)	45	245
USACE (Concurrent with Final Design Documents)	60	260
Project Closeout	TBD	TBD

COMPENSATION

Based on this Scope of Services, the City will compensate Jones Edmunds for a total lump sum fee of \$121,596. A detailed Fee Estimate is attached. Engineering Services during Construction can be provided under a separate task order, if needed.

Task	Fee
Task 1 – Kick off meeting, site visit, data collection (LS)	\$45,021
Task 2 – Engineering Design Services (LS)	\$66,372
Task 3 – Permitting (LS)	\$10,202
TOTAL	\$121,596

PROPOSAL CLARIFICATIONS

CITY RESPONSIBILITIES

The following items are excluded from this Scope of Service and shall be provided by the City unless the City and Jones Edmunds agree on an additional scope and fee for said services:

- Engineering Services During Construction.
- Permit Closeout.
- Timely review of project deliverables (2 weeks are assumed for schedule purposes).

EXCLUSIONS

The following items or services are excluded from this Scope of Services:

- Groundwater Modeling/pump testing.
- Ownership or Easement Issues – Easement Documents.
- Tree Mitigation/Landscape Design/Irrigation.
- Notice of Commencement.
- Construction Supervision.
- Materials Testing.
- Public Outreach.
- Permitting other than listed above.

- Wetland mitigation permitting.

If you have any questions or comments, please contact Jarrod P. Hirneise at (904) 440-7504 or via email at JHirneise@jonesedmunds.com.

Sincerely,



Jarrod P. Hirneise, PE
Department Manager
8657 Baypine Road, Suite 300
Jacksonville, Florida 32256

Attachments: Fee Estimate
Subconsultant Proposals

JonesEdmunds Project Name: Davis Street Drainage Strucutre Improvements Client: The City of Neptune Beach Opportunity Number: Project Fee Estimate General Engineering Continuing Contract -		Staffing Plan													
		Sr. Project Manager	Project Officer QA	Sr. Engineer	Engineer Intern	Construction Administrator	Senior Scientist	CADD Designer	Const Proj Coordinator	Sr. Admin. Assistant					
		\$245.63	\$266.99	\$245.63	\$109.94	\$152.45	\$170.87	\$114.33	\$81.67	\$103.44					
		Hours													
Task No.	Task Description									Labor Hours	Direct Labor	Expenses	Subconsultant Effort	Total Fee	
1	Kickoff Meeting and Site Visit and Data Collection														
	Subtotal	9	4	19	21	0	8	8	0	5	74	\$ 13,053	\$ 500	\$ 31,468	\$ 45,021
2.1	30% Design														
	Subtotal	8	2	36	40	0	0	16	0	8	110	\$ 18,396	\$ 250	\$ -	\$ 18,646
2.2	90% Design														
	Subtotal	9	5	56	70	0	0	48	0	10	198	\$ 31,519	\$ 500	\$ 6,100	\$ 38,119
2.3	Bid Documents and Bidding														
	Subtotal	7	2	13	22	0	0	8	0	8	60	\$ 9,607	\$ -	\$ -	\$ 9,607
3	Permitting														
	Subtotal	4	2	14	10	0	16	0	0	4	50	\$ 9,202	\$ 1,000	\$ -	\$ 10,202
	Total	37	15	138	163	0	24	80	0	35	492	\$ 81,778.00	\$ 2,250.00	\$ 37,567.50	\$ 121,595.50

October 29, 2025

Jarrod P. Hirneise, PE
Department Manager
8657 Baypine Road, Suite 300
Jacksonville, FL 32256-8634
O. 904.744.5401

sent via Email: JHirneise@jonesedmunds.com

Subject: Subsurface Utility Engineering Services & Topographic/Existing Conditions Survey for the “City of Neptune Beach –Davis St.” Project in Duval, FL

Dear Mr. Hirneise,

DRMP Inc. (DRMP) is pleased to submit the following proposal to Jones Edmunds (Client) for Subsurface Utility Engineering & Survey Services on the above referenced project. Our scope of services, schedule, compensation and terms are included herein.

PART I SCOPE OF SERVICES

A: Subsurface Utility Engineering Services

SUBSURFACE UTILITY DESIGNATION SERVICES (Quality Level B)

DRMP will provide Designating services to detect and mark apparent utilities within the project limits as depicted on Exhibit “C”. Utilities will be marked, in the field, with flags and paint as they are discovered. Designation flags/marks will contain discernable information on utilities such as type of facility, size, material and owner identification that will need to be attributed to the survey data collected. Efforts will be performed in accordance with ASCE/UESI/CI 38-22, Section 472.027, Florida Statutes Underground Facility Damage Prevention and Safety Act, Chapter 556, Florida Statutes.

Please note, Ground Penetrating Radar can be very effective in identifying subsurface disturbances, however there are limitations. The depth, range and clarity of the returned image are limited by the electrical conductivity of the ground. Optimal penetration is achieved in drier, sandier soils. Adversely, in wetter, clay laden soils with higher electrical conductivity, penetration is reduced, sometimes to only a few centimeters. Depending on the nature of the soil for the areas shown on the Exhibits, results may vary greatly throughout any given site. DRMP makes no guaranty of GPR investigation efficacy, details for each area and qualification of GPR signal will be described in project reports and deliverables.

SUBSURFACE UTILITY LOCATING SERVICES (Quality Level A)

Once Designating is complete, DRMP will provide utility Locating services via vacuum excavation test holes to verify vertical and horizontal locations of specific utilities as directed by the Client. This scope includes up to ten (10) test holes. Test holes consist of neatly cutting and removing existing cover, vacuum excavating down to the target utility, recording pertinent characteristics such as size/material and depth, then backfilling the hole with like or same material to restore to original condition. Restoration shall be limited to temporary cold patch, should additional restoration be required, this proposal may need revision. Actual location of test holes will be determined by



Designating efforts as described previously. If asphalt, or concrete, thicker than 4" is encountered more time may be required to complete and billed at the rates provided.

If test holes are requested on non-conductive/untraceable utilities, DRMP will coordinate with Client and respective utility owner, on-site personnel if private property and available records to determine the location to perform the test hole. One (1) attempt shall be made, which may or may not expose the target utility. Should the utility not be exposed, DRMP will coordinate with the Client for direction on digging additional test holes, if required, and shall be compensated for time spent performing additional holes.

DRMP will prepare a detailed report utilizing a subsurface utility form to describe the utilities and provide detailed information as to the size, type, material, owner (if known) and the depth from an iron pin marking each utility location at the surface. All efforts will be performed in accordance with the Underground Facility Damage Prevention and Safety Act, Chapter 556, Florida Statutes. All work shall conform to ASCE/UESI/CI 38-22.

RECORDS CORRELATION (Quality Level C)

This effort is defined as utilizing professional judgement to scale and rotate utility record data to existing topographic features within an updated Survey. Quality Level C is also utilized to signify where geophysical detection signals are determined weak or unreliable.

UTILITY RECORDS RESEARCH (Quality Level D)

This effort is defined as utilizing the Sunshine One Call System and historical research to identify and contact each Utility Owner/Agency (UAO) within the project limits and request any available utility records. DRMP will submit a Design ticket through the system and make the request. However, utility records may be limited based on the timeline provided by the client to deliver our field results. Therefore, information will be limited to what is available within the timeframe provided.

TEMPORARY TRAFFIC CONTROL/MAINTENANCE OF TRAFFIC

DRMP will perform Temporary Traffic Control/Maintenance of Traffic (MOT) limited to FDOT Index 102-602. If the Designating effort reveals alignments of utilities require more extensive TTC/MOT, DRMP will convey that information to the Client to coordinate additional effort and cost associated.

B: PROFESSIONAL SURVEY SERVICES

TOPOGRAPHIC SURVEY

A Topographic/Existing Conditions Survey will be conducted and limited to the lands located in Exhibit "C" of this proposal. The Survey data will be referenced to the North American Datum of 1983, National Adjustment of 2011 NAD83(2011), Florida East Zone, State Plane, U.S. Survey Feet. The vertical component of the survey will be referenced to the North American Vertical Datum of 1988 (NAVD88).

DELIVERABLES

A Topographic/Existing Conditions Survey, mapped at an appropriate scale, will be signed and sealed by a Florida Licensed Surveyor & Mapper. As well as the AutoCAD drawing in digital format, ACAD file adhering to Jones Edmunds CAD Standards.



PART II COMPENSATION SUMMARY AND TERMS

The following summarizes the fees and billing terms as proposed by DRMP for the Scope of Services as presented herein. Please note billing terms in Exhibit "B". This effort shall be invoiced as Lump Sum.

The Services Fees are as follows:

Item	Description		
A	SUE Designating	Lump Sum Fee	\$9,937.50
B	Topographic/Existing Conditions Survey	Lump Sum Fee	\$8,760.00
		Total Lump Sum Fee	\$18,697.50

Per Soft/Hard Dig

Cover Type	Unit Type	Unit Price
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PART III ASSUMPTIONS AND CLARIFICATIONS

The client shall provide all necessary information below, including updates to previously provided information and any other information reasonably requested by DRMP.

Items to be provided include:

- Engineering plans, drawings of proposed construction, conceptual plan.
- Access to the property, or escort, if necessary.
- Any available Plans, As-Built, Utility Records collected by the client.

PART IV SCHEDULE

We anticipate availability to begin our efforts within fifteen (15) business days from receiving notice to proceed. DRMP will perform this work as expeditiously as practical, weather permitting, to meet a mutually agreed schedule upon receipt of your written authorization to proceed.

In the event, Client desires to change or expand upon these proposed services, an additional fee shall be negotiated. This renegotiation shall be accomplished prior to commencing the additional work, and may be necessary for any of the following services which are not a part of this contract: Certifications other than shown above, additional section work, excessive title review and plotting of easements, response to any comments by a third party (i.e., buyer's attorney, lender's attorney, title personnel), digging or locating buried utilities, or any request for additions to be made to the survey such as wetland locations, offsite sketches, tree location, etc., will be performed as an extra cost on a time and material basis, per our current hourly rates on Exhibit "A". The cost of any required permits will be the responsibility of the client prior to obtaining permit.

It may be necessary for the Project Manager to call the client to receive verification and authorization for Extra Costs stated above in the preceding paragraph and may further require the client to sign an Additional Work Authorization Form for any out-of-scope requests.

We sincerely appreciate this opportunity to provide professional services for this project. Space has been provided for your acceptance of this proposal. Your signature will constitute a contract between us for the work, methods of compensation, etc. as specified.

Sincerely,
DRMP, Inc.

C. William Faust, III, PSM
Jacksonville Survey Manager

Albert Taylor III
Jacksonville SUE Group Leader

Accepted by:

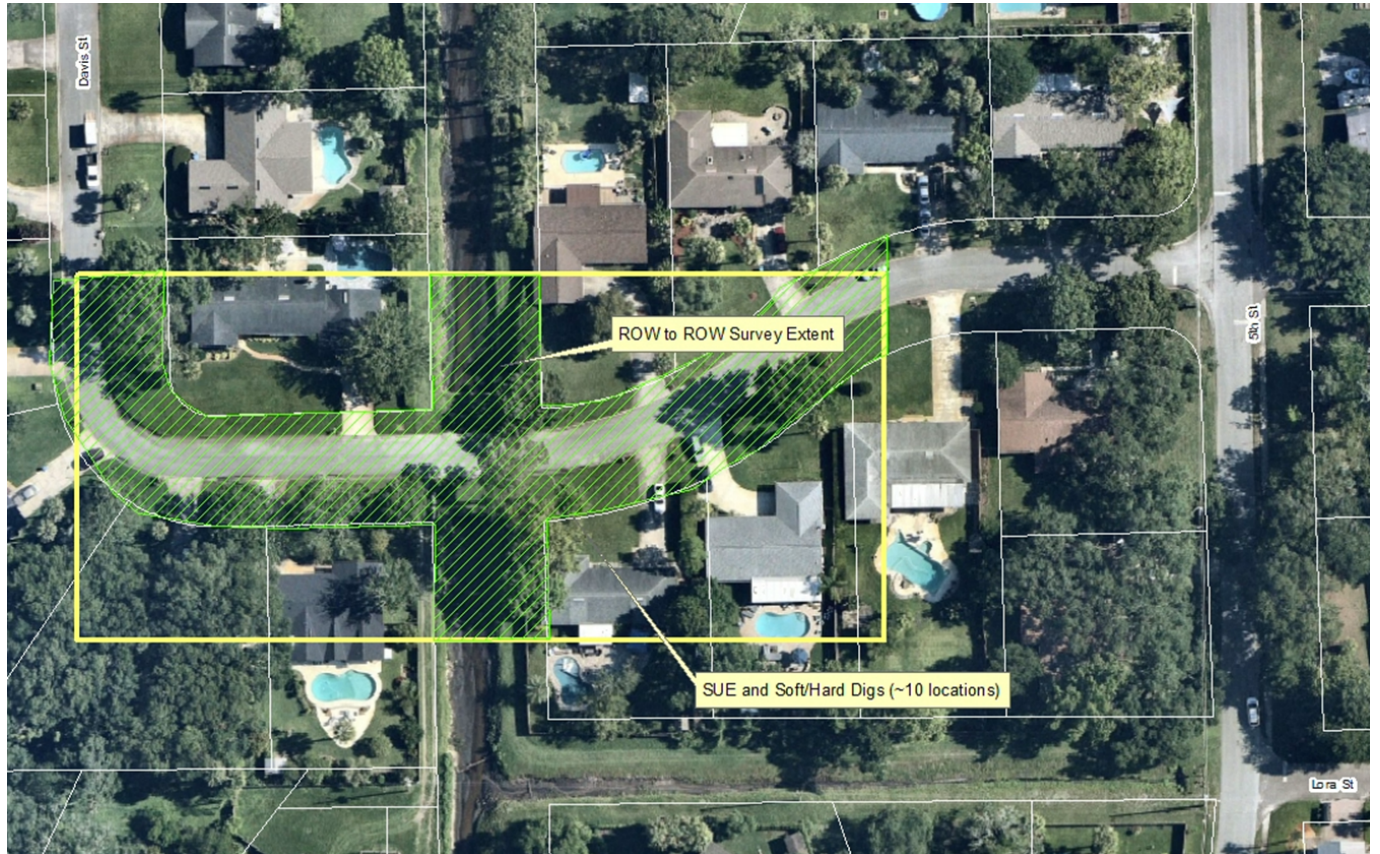
Date

Print Name: _____
Title: _____

Witness signature Date

Print Name: _____
Title: _____

EXHIBIT "C"



October 28, 2025

Jarrold P. Hirneise, P.E.
 Jones Edmunds
 8657 Baypine Road, Suite 300
 Jacksonville, Florida 32256

Subject: Proposal for Geotechnical Exploration and Engineering Services
 Davis Street Culvert Design
 Neptune Beach, Florida
 MAE Proposal No. 250679

Dear Mr. Hirneise:

MESKEL & ASSOCIATES ENGINEERING, PLLC (MAE) is pleased to present this proposal to provide the geotechnical exploration and engineering services for the subject project. You provided the project details via email on October 23, 2025, which included an aerial image and requested boring locations for a proposed pipe or box culvert on Davis Street in Neptune Beach, Florida.

Based on our correspondence with you and the information provided, the planned construction will consist of the replacement of the existing culvert(s) at Davis Street, approximately 400 feet west of 5th Street. At this preliminary stage, the specific culvert design and type of foundation was unknown. Preliminarily, we presume that a pipe or box culvert will be utilized. If planned design changes considerably from that presumed, MAE should be notified to re-evaluate our proposed scope and fees.

The objective of the geotechnical exploration is to provide site and subsurface information to evaluate the subsurface conditions at the site for the proposed construction. Based on the information provided, we propose the following field services:

Test Location	Test No. & Type	Test Depth ft below ground surface
Proposed Culvert North & South	2 SPT ⁽¹⁾	30
Muck Probes ⁽²⁾	12 to 16	2+

1. Standard Penetration Test (SPT) borings will be performed at the specified locations. The number of borings and the fee estimate are based on the maximum quantity shown in the table. The borings will be performed in general accordance with ASTM D1586.
2. Muck probes will be performed to identify very soft or otherwise unsuitable/organic soils present in the bottom of the existing channel. Quantities and fees are based on the maximum shown in the table.

MAE proposes to attempt to perform the borings in the roadway shoulder; however, depending on potential utility conflicts, Maintenance-of-Traffic (MOT) may be required to provide safe access to the boring locations and we provide a Provisional Fee for this service. In accordance with Florida law, we will attempt to locate existing underground utilities at the site by utilizing the Sunshine State One-Call (SSOC) system. We may also subcontract with a private utility locating company to locate any utilities not registered with SSOC, if necessary; however, we have not included a fee for this service herein. The SPT borings will be backfilled with grout and/or hole plug. We will take all reasonable precautions to mitigate damage to property and will reasonably return the site to a condition similar to that existing prior to the start of our fieldwork.

The recovered soil samples will be described in the field by the field crew. The field logs and samples will be delivered to our laboratory where the logs will be reviewed, and the samples classified by a geotechnical engineer. Laboratory classification and index property tests will be performed as necessary on selected soil samples to confirm the soil classification and provide engineering characteristics to estimate compressibility.

A geotechnical engineer, licensed in the State of Florida, will direct the geotechnical exploration and provide an engineering evaluation of the subsurface conditions encountered at the boring locations. The results of the exploration and evaluation will be documented in a report that will include the following:

- Our understanding of the planned construction,
- The observed site conditions, such as topography, surface vegetation, etc. as they relate to the anticipated construction,
- The field and laboratory test procedures used and the results obtained;
- The encountered subsurface conditions, including results of muck probes, subsurface profiles, measured groundwater levels, and estimated geotechnical engineering properties, as necessary;
- An estimate of the normal Seasonal High Groundwater Level at the site;
- Evaluation of the subsurface conditions to develop recommendations for the proposed culvert design and pavement restoration;
- The Environmental Classification of the site soils using the current edition of the *FDOT Structures Design Guidelines* based on the results of the soil corrosion tests;
- An evaluation of the subsoil conditions to aid the Contractor with pipe or box culvert installation;
- Recommendations for removal of unsuitable soils and corresponding placement of backfill, if required;
- Recommendations for pipe or box culvert bedding or support and placement of soil backfill; and
- Recommendations for testing required during site preparation and earthwork construction.

Based on the scope of the services outlined above, we propose to complete our work for a lump sum fee of **\$7,000.00**. If these services are authorized and performed concurrently with the scope of services outlined in our Proposal No. 250678 for the Bay Street Culvert, our fee will be **\$6,700.00**, allowing for a reduction in our mobilization fee. Additionally, if these services are authorized and performed concurrently with the scope of services outlined in our Proposal No. 250678, such that both culverts may be addressed in one report, our fee will be **\$5,500.00**, allowing for a reduction in our reporting fee. Should

Maintenance-of-Traffic be required, a Provisional Fee of **\$950** will apply, pending Client approval.

This fee is valid for 90 days following the date of this proposal. This fee includes submittal of an electronic copy of the report. Bound, paper copies can be provided at an additional cost of \$100 per copy. We will contact you immediately if we encounter subsurface conditions that could require the borings to be advanced to deeper depths, and/or if additional engineering analysis/evaluation outside the scope of this proposal is necessary.

A returned copy of the attached authorization sheet will authorize our work. Our work will be performed in accordance with our General Conditions, a copy of which is attached to and made as part of this proposal.

We anticipate mobilizing our field crew to the site within 1 to 2 weeks once authorization to proceed is received, given our current schedule and City approval. A utility locate request will be submitted one week before anticipated mobilization, which is contingent on all utilities at the site being located and marked. We anticipate that the fieldwork will take 1 day to complete, weather permitting. Laboratory testing will take approximately 1 week depending on the amount of lab testing assigned. We expect to submit our geotechnical report for the subject project 2 to 3 weeks after completion of the field testing.

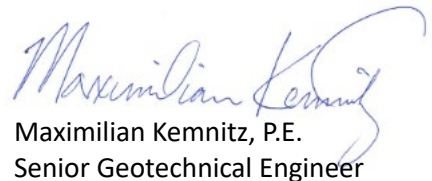
We appreciate this opportunity to provide this proposal for your project. If you have any questions concerning this proposal, or if we can serve you in any other way, please contact us.

Sincerely,

Meskel & Associates Engineering, PLLC



Taylor Foster
Staff Engineer



Maximilian Kemnitz, P.E.
Senior Geotechnical Engineer

Distribution: Mr. Jarrod P. Hirneise, P.E. – Jones Edmonds - One (1) e-mail copy



1320 Wilfred Drive
Orlando FL, 32803
Phone: (407) 219-4454

Wekiva Project Number: 25-463

October 23th, 2025

Mr. Jarrod Hirneise, PE
Jones Edmunds
8657 Baypine Road, Suite 300
Jacksonville, FL 32256

Re: Proposal for Structural Engineering Services
City of Neptune Beach – Bay Street and Davis Street Crossing
Neptune Beach, Florida

Dear Mr. Hirneise:

Wekiva Engineering, LLC (Wekiva) is pleased to submit this proposal to provide structural engineering services to Jones Edmunds (JE) for the above-referenced project. It is our understanding that the City of Neptune Beach (City) is in need of the replacement/upgrade of two existing box culvert crossings. It is our understanding that the structural scope of work will include the following:

- Bay Street Crossing: Design of a new double-barrel box culvert crossing (11'x4'). The box culvert crossing is anticipated to be approximately 55 ft in length with cast-in-place headwalls on each end.
- Davis Street Crossing: Design of a new double-barrel box culvert crossing (10'x5'). The box culvert crossing is anticipated to be approximately 64 ft in length with cast-in-place headwalls on each end.

Wekiva will design the culvert crossings in accordance with the Florida Building Code and applicable FDOT design standards. The box culvert will be designed as precast or cast-in-place as determined during design.

SCOPE OF SERVICES

Wekiva proposes the following work task:

Task 1.1: Bay Street - Site Visit: Wekiva will visit the site to view existing conditions, gather field data and take measurements as necessary for the design. In addition, Wekiva staff will attend the project's kickoff meeting virtually.

Task 1.2: Bay Street - Prepare Drawings and Specifications (60%, 90%, & 100%): Wekiva will prepare drawings and specifications for the items described above. There are expected to be a total of 5 drawings along with divisions 3, and 5 specifications. We will also provide opinions of probable cost of construction at each milestone. In addition, Wekiva staff will attend review meetings virtually at each project milestone.

Task 1.3: Bay Street - Bidding Services: Wekiva staff will assist JE staff with the answering of Contractor questions and issuing of addenda. Wekiva will also prepare a conformed set of documents.

Task 2.1: Davis Street - Site Visit: Wekiva will visit the site to view existing conditions, gather field data and take measurements as necessary for the design. In addition, Wekiva staff will attend the project's kickoff meeting virtually.

Task 2.2: Davis Street - Prepare Drawings and Specifications (60%, 90%, & 100%): Wekiva will prepare drawings and specifications for the items described above. There are expected to be a total of 5 drawings along with divisions 3, and 5 specifications. We will also provide opinions



1320 Wilfred Drive
Orlando FL, 32803
Phone: (407) 219-4454

of probable cost of construction at each milestone. In addition, Wekiva staff will attend review meetings virtually at each project milestone.

Task 2.3: Davis Street - Bidding Services: Wekiva staff will assist JE staff with the answering of Contractor questions and issuing of addenda. Wekiva will also prepare a conformed set of documents.

COST AND SCHEDULE

Wekiva proposes to undertake the work described above on a lump sum fixed fee basis for a total price of **\$12,200**, where the fee associated with the individual tasks is as follows:

• Task 1.1	\$750
• Task 1.2	\$4,500
• Task 1.3	\$850
• Task 2.1	\$750
• Task 2.2	\$4,500
• Task 2.3	\$850
• Total	\$12,200

TERMS AND CONDITIONS

Wekiva will begin work immediately upon your notice to proceed. We will issue monthly invoices for the work accomplished during the calendar month. We appreciate the opportunity to submit this proposal to JE. If you have any questions or need further information, please call.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Morris'.

David S Morris, P.E.
Member



**Special Meeting
Agenda Item #4C
Lifeguard Station
Change Order**

**CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT**

AGENDA ITEM:	Lifeguard Station Change Order
SUBMITTED BY:	Project Manager Blake West
DATE:	11/12/2025
BACKGROUND:	The original proposal was to coat the entire existing roof with silicone sealant. Upon further inspection of the roofs problems (rust) and ability for this product (GACO sealant) to act as a solution, both I and the builder do not believe this to be an adequate solution. Furthermore, the product is not designed to be used on roofs of this type (GACO sealant is primarily for flat roofs and not recommended for shingles, which is a functional and aesthetic concern. The builder (Home Services by McCue) is proposing to replace the existing roof with an aluminum roof. He offered to deduct the estimated cost of the GACO sealant application and donate \$2000 of labor.
BUDGET:	\$11,797.69 for new standing seam aluminum roof on the lifeguard station – Funds will be transferred from the Convention Development Fund to Public Works Building Improvements-001-1441-541-60-62
RECOMMENDATION:	Approval of Lifeguard Station Change Order
ATTACHMENT:	Home Services by McCue Change Order

ESTIMATE



Prepared For

Blake West
Life guard station
Neptune Beach , Florida 32266
(904) 749-0069

Home Services By McCue

216 20th St. N.
Jacksonville Beach, FL 32250
Phone: (904) 241-2151
Email: mitch@homeservicesbymccue.com
Web: homeservicesbymccue.com/

Estimate # 5237
Date 10/28/2025
Business / Tax # 46-18123342

Description

Total

\$11,797.69

Change Order : Client Add-On/Unforeseen Issues \$11,797.69

THIS CHANGE ORDER / ADD-ON MUST BE SIGNED AND PAID FOR IN FULL IN ORDER FOR WORK TO CONTINUE
AT THE ABOVE PROPERTY LISTED. IF THIS ADD-ON IS NOT SIGNED OR PAID FOR, ALL WORK WILL STOP UNTIL
THE QUOTE AND PAYMENT HAS BEEN ADDRESSED.

This is either an unforeseen issue that has to be addressed for work to continue, or this is a client requested add-on to the job. Below are more details about the work to be performed.

Due to changes in scope from the original contract the Contractor and Client have entered into a separate change order agreement for services.

Project Address: Life guard station
Change Order number#001
Owner: City of Neptune
Contractor: Mitch McCue
Project Manager: Brad Ashley
Date: 10/27/2025

The contract is changed as follows below by items:

1. Upon further inspection we have found the metal roof to be severely compromised and deteriorating from inside out. By applying GACO to this will be a lost cause. We advise once we looked at this project that this was the concern from beginning. We will credit back cost of GACO \$3287.43

and apply it to standing seam roof cost.

\$10,835.12 cost roof materials aluminum panels, and peripherals
\$4,250.00 Labor to remove and replace metal roof
\$3,287.43 cost of GACO and labor (deduction)
Total
\$11,797.69

Subtotal	\$11,797.69
Total	\$11,797.69

Attention Customer;

DUE TO THE FLUCTUATION IN LUMBER AND MATERIAL PRICES, THESE PRICES ARE DUE TO CHANGE DAY BY DAY. The contract price of this residential construction project has been calculated based on the current prices for the component building materials. However, the market for the building materials that are here after specified is considered to be volatile, and sudden price increases can occur. The builder agrees to use his best efforts to obtain the lowest possible prices from available building materials suppliers, but should there be an increase in the prices of these specified materials that are purchased after execution of contract work or use in this residential construction project, the OWNER agrees to pay the cost increase to the builder. Any claim by the builder for payment of a cost increase, as provided ABOVE, shall require written notice delivered by the builder to OWNER stating the increase cost, the building material or materials in question, and the source of SUPPLY, supported by invoices for bills of sale. The OWNER will be notified by Home Services By McCue in the form of an add-on estimate/invoice of these increases.

PAYMENT TERMS AND CONDITIONS:

(1) ALL projects require a 50% down payment, 25% draw due upon 50% completion to carry us to 75% completion of job and 15% due at 75% of completion the remaining balance due on final completion upon walkthrough of job.

(2) If the client at anytime instructs our subs to do more work outside of the scope of estimate without notifying HSBM or PM it will be an ADD-ON and billed out per direct cost. Many of our subs are instructed to conduct work to please clients and are taking advantage of due to language barriers. This is a cost to us and must be paid for at time of request and work conducted. The proper channel to have more work done is to go through the PM or office.

(3) If additional items are added after work has begun, it must be paid in full in order to supply the materials and workmen to complete all additional work . If additional required repairs are discovered AFTER initial repairs have begun, Home Services by McCue will stop repairs and discuss with client PRIOR to proceeding. This estimate ONLY reflects customer advised repairs and what is visible at the time of the estimate.

(4) HOME SERVICES BY MCCUE IS NOT RESPONSIBLE FOR RETURN/ACCEPTING OF ANY CLIENT ORDERED MATERIAL.

(5) HOME SERVICES BY MCCUE DOES NOT DIRECTLY DEAL WITH ANY GAS LINE SERVICES OR APPLIANCES (I.E. MOVING APPLIANCES, ORDERING APPLIANCES, INSTALLATION OF APPLIANCES) ANY GAS LINE SERVICES OR APPLIANCE NEEDS WILL BE HANDLED BY THE CLIENT AND THE

COMPANY THEY CHOSE TO HANDLE THESE SERVICES.

(6) Late Fee. All overdue accrued and unpaid interest to be paid hereunder shall entail a late fee at an interest rate equal to the lesser of 18% per annum or the maximum rate permitted by applicable law (the "Late Fees") which shall accrue daily from the date such interest is due hereunder through and including the date of actual payment in full.

(7) Collection & Payment Default Clause

Payment Terms & Late Fees

- a) All payments are due upon completion of job and or final inspection by building official as outlined in the contract. If any payment is not received within 5 days of the due date, the outstanding balance shall be subject to a late fee of 18% per month (or the maximum allowed by law).
- b) Payments returned due to insufficient funds will incur a \$35.00 returned payment fee, and the Client must provide an alternative payment within 2 days.

Collection Actions & Legal Remedies

- a) If payment remains outstanding for more than 14 days, the Contractor reserves the right to:

Suspend work until full payment is received.

Withhold warranties, permits, or final documentation.

Place a mechanic's lien on the property per Florida Statutes §713.001-713.37.

***ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001-713.37), FLORIDA STATUTES, THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS OR NEGLECTS TO MAKE OTHER LEGALLY REQUIRED PAYMENTS, THE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT EVEN IF YOU HAVE PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY. FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX AND IT IS RECOMMENDED THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY. CLIENT WILL PAY ALL LEGAL FEES WITH REGARDS TO THIS FILING.

Engage a third-party collection agency to recover unpaid amounts.

- b) If legal action is required to collect unpaid balances, the Client shall be responsible for all collection costs, including but not limited to attorneys' fees, court costs, lien filing fees, and collection agency fees.

No Withholding of Payment

- a) The Client may not withhold payment due to minor disputes, punch list items, or pending inspections that do not affect substantial completion.

b) If there is a dispute over charges, the Client must notify the Contractor in writing within 2 days of receiving the invoice. Failure to do so constitutes acceptance of the charges.

Final Payment & Lien Release

a) Final payment is due upon project completion. The Contractor will provide a lien release once full payment has been received and cleared.

b) If the Client fails to make final payment, the Contractor reserves all legal rights to recover the balance due.

c) Upon client request on permitted jobs, a Release of Lien document can be provided. This release will be issued ONLY after ALL payments due to Home Services by McCue/Schultz Roofing have been received in full.

Please note that no lien release will be granted prior to full payment.

(8) Refund Policy Clause

*. Deposit & Initial Payments

a) Non-Refundable Deposits: Any initial deposit paid by the Client is non-refundable except as outlined below.

b) Failure to Start Work: If the Contractor fails to commence work within 90 days of receiving the deposit, and no written extension has been agreed upon, the Client may request a refund. The Contractor must refund the deposit within 30 days of receiving the request.

*. Overpayments & Billing Errors

a) If the Client overpays or a billing error occurs, the Contractor will issue a refund for the excess amount within 10 business days of notification.

*. Contract Cancellation & Refunds

a) Client Cancellation: If the Client cancels the contract within the allowed rescission period (30 days for home improvement contracts, unless otherwise specified in writing), the Contractor shall refund any eligible payments within 30 business days of cancellation.

CHAPTER 558, FLORIDA STATUTES, CONTAINS IMPORTANT REQUIREMENTS YOU MUST FOLLOW BEFORE YOU MAY BRING ANY LEGAL ACTION FOR AN ALLEGED CONSTRUCTION DEFECT IN YOUR HOME. SIXTY DAYS BEFORE YOU BRING ANY LEGAL ACTION, YOU MUST DELIVER TO THE OTHER PARTY TO THIS CONTRACT A WRITTEN NOTICE, REFERRING TO CHAPTER 558, OF ANY CONSTRUCTION CONDITIONS YOU ALLEGE ARE DEFECTIVE AND PROVIDE SUCH PERSON THE OPPORTUNITY TO INSPECT THE ALLEGED CONSTRUCTION DEFECTS AND TO CONSIDER MAKING AN OFFER TO REPAIR OR PAY FOR THE ALLEGED CONSTRUCTION DEFECTS. YOU ARE NOT OBLIGATED TO ACCEPT ANY OFFER WHICH MAY BE MADE. THERE ARE STRICT DEADLINES AND PROCEDURES UNDER THIS FLORIDA LAW WHICH MUST BE MET AND FOLLOWED TO PROTECT YOUR INTERESTS

b) Cancellation After Work Begins: If the Client cancels the contract after work has started, refunds will be issued based on the percentage of work completed and materials purchased. Any restocking fees, permit costs, or custom-ordered materials will be deducted from the refund.

*. Contractor Default & Incomplete Work

a) If the Contractor fails to complete the project due to abandonment or breach of contract, the Client may request a partial refund for unperformed work. Refunds will be calculated based on:

The percentage of work completed

The cost of materials used or ordered

Any applicable restocking or administrative fees

b) The Contractor will issue any approved refund within 30 days of written agreement between both parties or a legal determination.

*. Payment Disputes

a) If a payment dispute arises, the Contractor and Client agree to attempt resolution within 30 days before pursuing legal action.

b) If a refund is agreed upon, payment will be issued within 30 business days of resolution

9. Any hidden damages we will stop the job and notify the owner ASAP to the potential cost growth to the job. For all roof or reroof jobs if HVAC line sets are strapped to top of truss and we puncture with nail during install it will be on home owner to make repairs. This is common with poor quality HVAC installs and makes it an unforeseen condition to HSBM

10. Prevailing Party & Attorneys' Fees Clause

In the event of any dispute, claim, or legal proceeding arising out of or related to this Agreement, including but not limited to the enforcement of contract terms, collection of unpaid amounts, or claims for breach of contract, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable attorneys' fees, court costs, and expenses incurred before, during, and after trial, including any appeals.

For purposes of this clause, the prevailing party shall be the party that is awarded judgment or relief, whether through litigation, arbitration, mediation, or settlement requiring the opposing party to make a payment or take corrective action.

This clause shall survive the termination, expiration, or completion of this Agreement.

11. ANY ADDITIONAL WORK ADDED TO A PROJECT - MUST REQUEST A NEW ESTIMATE AND SIGN AGREEMENT. ANY JOB CHANGES DONE WITHOUT AN ADDITIONAL CONTRACT SIGNED GOES AGAINST THE WILL OF THE CONTRACTOR AND WILL RESULT IN SIGNIFICANT TIME FRAME DELAYS FOR JOB COMPLETION.

12. ESTIMATES PROVIDED ARE VALID FOR 14 DAYS, AFTER 14 DAYS A NEW ESTIMATE WILL NEED TO BE PROVIDED.

13. AT ANYTIME THE CLIENT BRINGS ANOTHER CONTRACTOR /SUB CONTRACTOR/HANDYMAN THEY MUST PROVIDE THE FOLLOWING BEFORE CONDUCTING ANY WORK: BUSINESS LICENSE , PROOF OF CURRENT WORK COMP, CURRENT LIABILITY INSURANCE AND PROVIDE ALL CONTACT

NUMBERS TO CHECK IF ALL ARE VALID. IF THE CLIENT HAS BROUGHT UNLICENSED CONTRACTORS ON THE JOB THEY WILL ASSUME ALL RESPONSIBILITY FOR THESE INDIVIDUALS AND WE WILL PULL OUR PERMIT OFF THE JOB IMMEDIATELY.

14. Loss of Rental Income Waiver

The Contractor shall not be responsible for any actual, consequential, or perceived loss of rental income, lost profits, or financial damages incurred by the Client due to project delays, unforeseen circumstances, or any other reason beyond the Contractor's control.

*. Project Timeline & Unforeseen Delays

a) The Contractor shall make commercially reasonable efforts to complete the project according to the agreed timeline. However, project timelines are estimates and subject to change due to:

Weather conditions, material shortages, labor availability, permitting delays, or unforeseen site conditions.

Acts of God, government regulations, or delays caused by third parties.

Client-requested changes, additional work, or failure to make timely decisions or payments.

b) Any delays resulting from the above shall not be grounds for claims against the Contractor for loss of rental income, financial hardship, or other related damages.

*. Waiver of Rental Loss Claims

The Client agrees that under no circumstances shall the Contractor be liable for:

Missed rental income due to construction delays.

Lease cancellations or terminations by prospective tenants.

Any financial loss tied to property vacancy caused by extended project timelines.

*. Limited Liability

The Client acknowledges and agrees that the Contractor's sole responsibility is the completion of the contracted work. In the event of a delay, the Client's exclusive remedy shall be an extension of the project schedule, not financial compensation.

15. CREDIT CARD REFUNDS WILL BE SUSCEPTIBLE TO THE CHARGED RATE TO US NOT BEING REFUNDED AS OUR CREDIT CARD COMPANY DOES NOT REFUND US FOR THE TRANSACTION CHARGE.

16. ADDITIONAL CHARGES MAY APPLY IF CLIENT PROVIDES WRONG MATERIALS THAT CHANGE OR DISRUPT PROJECT PLANS.

17. Driveway or parking areas. The customer is responsible for providing the most convenient location that will bear the weight of HSBM/Shapells and Dumpster. Equipment and other vehicles responsible required for the perform the service. HSBM/Shapells will not be responsible for any damage to any private payment or a company Sub services including but not limited driveway, pavers, sidewalk, concrete slab size etc. Underground utilities must be clearly marked by customer prior to pick up and or delivery to avoid possible damage of septic tank , water

tanks etc. Further it is the customer's responsibility to provide a suitable location for the delivery and pick up of HSBM/Shapells equipment and HSBM/Shapells will not be responsible for any damage to customers property. If a third party delivery happens and the damage to driveway or yard (oil leaks, cracks or paver damage) we will immediate contact client and provide numbers to contact for corrective measures.

18. Owner understands and agrees to be present or have a representative present when any materials supplied by Owner for use on this job are unpacked by {CONTRACTOR}. Owner or representative will inspect those materials for completeness of the order and for damage or for any other defects. If Owner is not present when these materials are unpacked, Owner waives any and all claims against {CONTRACTOR} for any damaged or missing materials and will hold {CONTRACTOR} harmless against any claims for damaged or missing materials by the Owner or the Owner's representative. Owner responsible for returning, providing new undamaged material and note this could slow the job.

19. Convenience fees apply to all credit card customers that call in to pay and are an alternative to our standard cash or check payment process. The fee of 2.85% will be applied to the charged amount of the project, invoice and required down payment of project.

20. All kitchen jobs that require new appliances and or removing old appliances then reinstall of old appliances will be the home owners responsibly contract with outside installers. We are not responsible for ANY appliances.

21. We are not responsible for any damage to gutters during the process of reroofs and repairs.

22. Pricing is determined by the site conditions assessed during the initial estimate. If the client has an excessive amount of furniture or materials in the home that requires additional effort from our crews, extra fees may be applied. Flooring removal is for what we can physically see at the time of the estimate, if upon demolition we discover multiple layers of flooring we will issue a change order to the client for removal of additional material, which may include grinders/chisel to remove all layers of flooring materials.

23. Due to the issues of lead time on supplies and labor there is ZERO guarantee of project completion dates on all of our jobs.

24. ANY HIDDEN DAMAGES WILL BE EXTRA, COULD RESULT IN PROLONGED TIME FRAME OF JOB AND WILL BE DISCUSSED WITH CLIENT ONCE FOUND.

25. HOME SERVICES BY MCCUE DOES NOT DIRECTLY DEAL WITH ANY GAS LINE SERVICES OR APPLIANCES (I.E. MOVING APPLIANCES, ORDERING APPLIANCES, INSTALLATION OF APPLIANCES) ANY GAS LINE SERVICES OR APPLIANCE NEEDS WILL BE HANDLED BY THE CLIENT AND THE COMPANY THEY CHOSE TO HANDLE THESE SERVICES.

23. HOME SERVICES BY MCCUE IS NOT RESPONSIBLE FOR RETURN/ACCEPTING OF ANY CLIENT ORDERED MATERIAL.

24. The contractor shall not be responsible for any Homeowners Association (HOA) fees, assessments, approvals or requirements that may apply to the property. It is the sole responsibility of the homeowner or their designated representative to ensure compliance with all HOA regulations, fees, or other obligations. Any delays, costs, or complications arising from HOA-related issues shall not be the responsibility of the contractor.

Any items from the project that are removed from any site will be immediately discarded in our dumpster, fees to be assessed and we will no longer store any items for clients to sell etc.

25. CONFIDENTIALITY NOTICE: This communication is intended for the sole use of the individual and entity to whom it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. You are hereby notified that any dissemination, distribution or duplication of this communication by someone other than the intended addressee or its designated agent is strictly prohibited. If you are not the intended recipient, please contact our offices immediately or by reply Email and permanently delete and destroy the message and all of its contents (including, without limitation, any attachments).

26) Water Intrusion & Remediation Clause

In the event of any water intrusion or leak during the course of the project, the Client agrees to immediately notify Contractor (Home Services by McCue) and grant prompt access to the property for inspection and mitigation. Contractor shall have the exclusive right to deploy its designated remediation partner, Rytech Restoration, to address and prevent further damage.

27) Limited Warranty Statement

Home Services by McCue of North Florida Inc. ("Contractor") warrants that all work performed under this Agreement will be completed in a good and workmanlike manner, in compliance with the Florida Building Code and applicable industry standards, for a period of one (1) year from the date of substantial completion, unless otherwise stated in writing.

Warranty Coverage

Contractor will, at its option, repair or replace any defects in workmanship discovered during the warranty period that are directly attributable to Contractor's work.

Manufacturer warranties on materials and equipment shall be passed directly to the Owner. Contractor does not independently warrant materials, equipment, or products supplied by third parties.

Exclusions

This Limited Warranty does not cover:

Normal wear and tear, shrinkage, fading, or deterioration due to weather, age, or lack of maintenance.

Damage caused by Owner neglect, misuse, abuse, alterations, or failure to maintain the work in accordance with recommended practices.

Acts of God, fire, flood, storm, hurricane, or other events beyond Contractor's control.

Work performed by others not contracted or approved by Contractor.

Pre-existing conditions or concealed conditions not visible or discoverable at the time of work.

Owner Responsibilities

The Owner shall notify Contractor in writing of any warranty claim within a reasonable time after discovery, and no later than thirty (30) days after the expiration of the warranty period. Contractor shall be given reasonable access to inspect and perform warranty work.

Limitation of Liability

This Limited Warranty is the sole and exclusive warranty provided by Contractor. Contractor disclaims all other warranties, express or implied, including warranties of merchantability or fitness for a particular purpose. Contractor's liability is limited to the cost of repair or replacement of defective workmanship and shall not exceed the original contract price.

28) In Florida, building permits are regulated under the Florida Building Code (FBC) and enforced by each county or municipality

A building permit is required whenever you are constructing, enlarging, altering, repairing, moving, demolishing, or changing the occupancy of a building or structure over \$5000.

When a Permit is Typically Required

- * New construction – homes, commercial buildings, garages, sheds (over a certain size, often 120 sq. ft.), decks, docks, etc.
- * Additions – rooms, porches, carports, patios, enclosures.
- * Structural changes – load-bearing wall removal, trusses, beams, foundations.
- * Roofing – replacement or re-roofing.
- * Siding – including stucco, cement board, or major exterior finishes.

- * Windows & Doors – replacement or new installation.
- * Plumbing work – water heaters, repipes, sewer/septic connections.
- * Mechanical work (HVAC) – new or replacement systems, ductwork.
- * Electrical work – new wiring, service upgrades, generators, panels.
- * Pools, spas, fences, seawalls, docks – most require permits.
- * Permanent structures – sheds, pergolas, pole barns, boat covers, etc.
- * When a Permit May NOT Be Required (varies by jurisdiction)
- * Minor cosmetic work: painting, flooring, cabinets, countertops.
- * Small repairs: replacing a faucet, replacing an appliance in-kind (without new wiring/plumbing).
- * Small sheds (often under 120 sq. ft., but size varies by city/county).

Key Rule of Thumb

If the work affects structural integrity, safety systems, utilities (electrical, plumbing, mechanical), or building envelope (roof, windows, siding) → a permit is required.

Each city or county building department enforces the FBC and may have its own stricter rules, so it's best to check with your local Building Department before starting work.

Should the Client fail to provide timely access or engage a third-party service without prior written notice and approval from Contractor, the Client accepts full responsibility for any resulting damages, additional costs, or warranty limitations associated with such unauthorized action.

ACCEPTANCE OF PROPOSAL

The above prices , specifications and conditions are hereby accepted. Photos of project may be used in social media with no address or client info attached. Home Services By McCue is authorized to do the work specified above once signed.

I, _____ e-signed _____ (Name) hereby agree and consent as follows:

A. I consent and authorize Home Services By McCue, located at 216 20th St. N., Jacksonville Beach , FL

32250 to use my likeness in any photograph, video or other digital media ("Photos") in any and all of its

publications, including print or web-based publications.

B. I, being the legal owner of, or having the right to permit the taking and use of photographs of _____(Street Address), _____(City, State, Zip), consent and authorize Home Services by McCue to use any photograph, video or other digital media ("Photos") in any and all of its publications, including print or web-based publications.

C. I irrevocably authorize Home Services By McCue to copy, edit, enhance, crop, or otherwise alter any Photo for use in their publications. I also waive any rights for approval or inspection of any Photos.

D. I understand and agree that all Photos are the property of Home Services By McCue, and will not be returned to me.

E. I acknowledge that I am not entitled to any compensation or royalties with respect to the use of the Photos.

F. I agree to release and forever discharge Home Services By McCue and its affiliates, successors and assigns, officers, employees, representatives, partners, agents and anyone claiming through them, in their individual and/or corporate capacities from any and all claims, liabilities, obligations, promises, agreements, disputes, demands, damages, causes of action of any nature or kind, known or unknown, which I, and anyone claiming on behalf of me, may have or claim to have against Releasee in connection with this Release.

G. I have carefully read and fully understand all the provisions of this Photo Release Form and am freely, knowingly and voluntarily signing.

--

H. No Warranty on Roof Repairs if we are repairing aged roof.

I. We will run the magnet over property after all repairs, note client is to have grass mowed prior to start of all roof projects to ensure the magnet can pick up any metal associated with project.

J. WARNING! FLORIDA'S CONSTRUCTION LIEN LAW ALLOWS SOME UNPAID CONTRACTORS, SUBCONTRACTORS, AND MATERIAL SUPPLIERS TO FILE LIENS AGAINST YOUR PROPERTY EVEN IF YOU HAVE MADE PAYMENT IN FULL. UNDER FLORIDA LAW YOUR FAILURE TO MAKE

SURE THAT WE ARE PAID MAY RESULT IN A LIEN AGAINST YOUR PROPERTY AND YOUR PAYING TWICE.
TO AVOID A LIEN AND PAYING TWICE, YOU MUST OBTAIN A WRITTEN RELEASE FROM US EVERY TIME YOU PAY YOUR CONTRACTOR.

NOTICE TO OWNER

TO: (The Above Name & Addressee as listed on Page 1)

The undersigned hereby informs you that it has furnished or is furnishing services or materials as follows:

For improvement of the real property described as:

Under an order given by:

Florida law prescribes the serving of this Notice and restricts your right to make payments under your contract in accordance with Section 713.06 Florida Statutes.

IMPORTANT INFORMATION FOR YOUR PROTECTION

Under Florida's law, those who work on your property or provide materials and are not paid have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

If your contractor fails to pay subcontractors or material suppliers or neglects to make other legally required payments, the people who are owed money may look to your property for payment, EVEN IF

YOU HAVE PAID YOUR CONTRACTOR IN FULL.

PROTECT YOURSELF:

- RECOGNIZE that this Notice to Owner may result in a lien against your property unless all those supplying a Notice to Owner have been paid.
- LEARN more about the Construction Lien Law, Chapter 713, Part I, Florida Statutes, and the meaning of this notice by contacting an attorney or the Florida Department of Business and Professional Regulation.

BY: Home Services By McCue of North Florida, INC

Copies to: Cert. #

The Client acknowledges and agrees that the roof currently undergoing repairs is at or near the end of its expected life expectancy. Due to the age and condition of the roof, the Contractor does not provide any warranty, either express or implied, on the repairs performed.

The Client understands that while the Contractor will perform the repairs to the best of their ability, no guarantee is made as to the longevity or effectiveness of these repairs due to the advanced age and overall condition of the roof. The Contractor shall not be held liable for any

future issues, damage, or failure of the roof following the completion of the repairs.

The Client accepts full responsibility for any further maintenance, repairs, or replacement of the roof that may be necessary following the work performed under this agreement.

Thank you for the opportunity to work with you!

Sincerely,

Mitchell L. McCue

CEO

Home Services by McCue

216 20th St. N.

Jacksonville Beach, Florida 32250

904-241-2151

Mitch@handyman904.com

McCue General Contractor

CGC 1531689

McCue Heating and Air

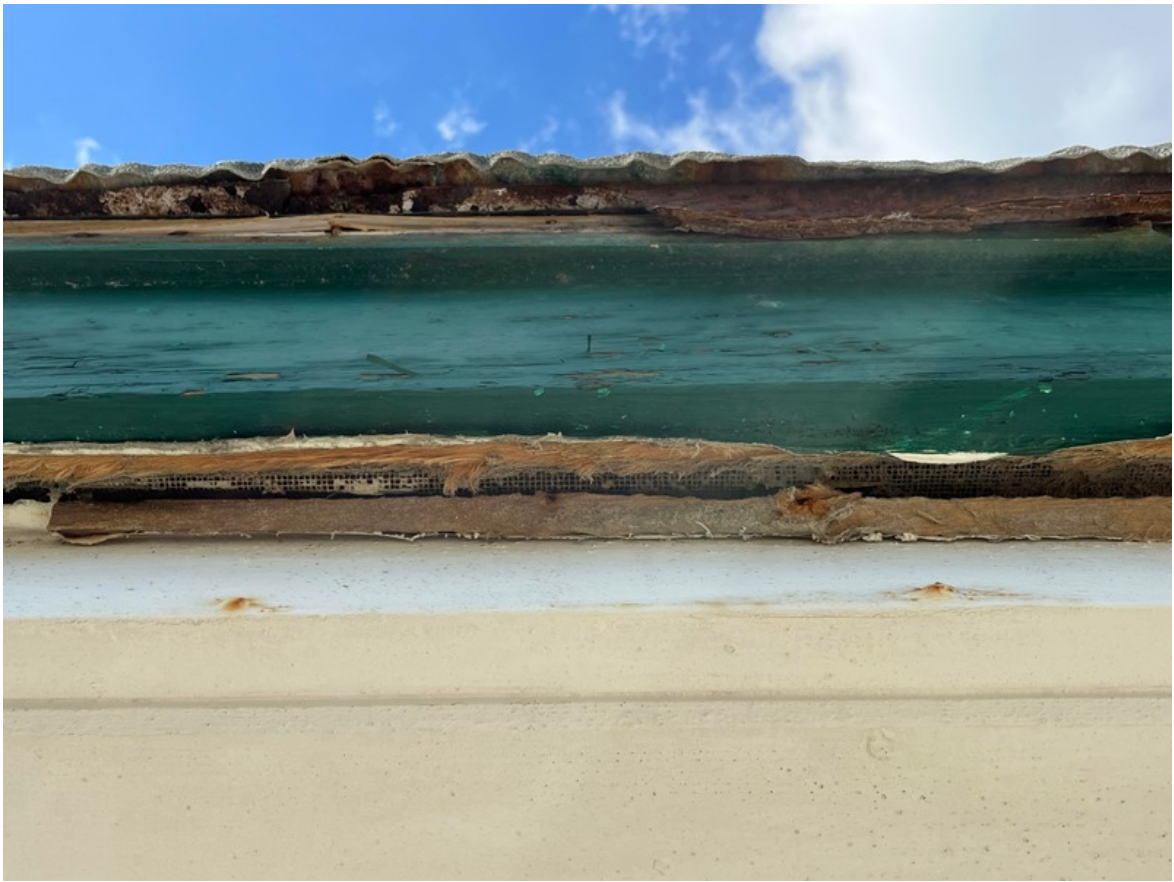
CAC1818930

McCue Pest Control

JB230745

McCue Roofing

RC29027768







By signing this document, the customer agrees to the services and conditions outlined in this document.

Blake West



**Workshop Agenda
Item #6B
Proposed Investment
Plan**

**CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT**

AGENDA ITEM:	Proposed Investment Plan
SUBMITTED BY:	Jaime F Hernandez, CFO
DATE:	November 12, 2025
BACKGROUND:	1. The City Council requested an investment plan considering safety, liquidity, income generation, and growth. 2. The plan establishes a framework for the management of public funds. 3. The plan optimizes capital deployment across diversified investment vehicles. 4. Portfolio based on all cash in bank. 5. All investments are authorized by F.S. 218.415 and Ordinance 2025-12.
BUDGET	N/A
RECOMMENDATION:	Adopt investment plan for the next 3 months
ATTACHMENT:	Investment Plan-Draft

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1. INVESTMENT PLAN

This Investment Plan establishes a framework for the prudent and diversified management of public funds held by the City of Neptune Beach and ensuring compliance with Ordinance 2025-12 and Florida Statutes §218.415.

a. Purpose

To optimize capital deployment across diversified investment vehicles, balancing risk and return while aligning with organizational liquidity needs and long-term financial goals.

b. Scope

This plan applies to all cash and investment balances of the City, including:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds

c. Objectives

In order of priority:

- **Safety** – Preservation of capital is the foremost objective.
- **Liquidity** – Investments must remain sufficiently liquid to meet cash flow needs.
- **Income Generation** – Investments should earn a reasonable return within the constraints of safety and liquidity.
- **Growth** – Allow for modest capital appreciation through limited equity exposure.

d. Legal Compliance

All investments shall comply with:

- **Florida Statutes §218.415**
- **City Ordinance 2025-12**
- **Applicable GASB standards**
- **Prudent Person Rule**

e. **Authorized Investments**

Authorized investments under Florida Statute 218.415 and City Ordinance 2025-12, the following investment are authorized:

- **Intergovernmental Investment Pools:**
 - **Florida PRIME** – A highly liquid, AAAM-rated local government investment pool.
 - **State Board of Administration (SBA)** – For short-term investments.
 - **FMIvT (Florida Municipal Investment Trust)** – Offers a range of fixed-income portfolios.
 - **FGIT (Florida Government Investment Trust)** – Another pooled investment option for local governments.
- **U.S. Government Securities** – Treasuries, agencies.
- **Certificates of Deposit (CDs)** – In-state and national banks, if secured.
- **Intergovernmental Investment Pools** – If rated or approved.
- **Money Market Funds** – SEC-registered, AAAM-rated.

f. **Risk Management**

- **Diversification:** No more than 25% in any single issuer (except U.S. Treasury).
- **Maturity Limits:** Weighted average maturity (WAM) not to exceed 2 years for operating funds.
- **Credit Quality:** Minimum A-rating for corporate instruments; AAA for MMFs.
- **Collateralization:** All public deposits must be in qualified public depositories under the Florida Security for Public Deposits Act.

g. **Risks Associated with Each Type of Investment**

Even though the investment vehicles authorized under **Florida Statute 218.415** are designed to be conservative and compliant with public fund safety standards, each carries **some level of risk**. The following is a breakdown of the risk associated with each investment option:

- **Florida PRIME**
 - **Risk Type:** *Liquidity Risk, Credit Risk (minimal)*
 - **Details:** While PRIME is AAAM-rated and highly liquid, it is still a pooled investment. In extreme market stress, liquidity could be constrained, or yields could drop sharply.
 - **Mitigation:** Daily monitoring, diversification with other pools.

- **FMLvT (Florida Municipal Investment Trust)**
 - **Risk Type:** *Interest Rate Risk, Credit Risk*
 - **Details:** Depending on the portfolio (e.g., 1-3 Year, Intermediate), longer durations can expose you to interest rate fluctuations.
 - Credit risk exists if corporate or agency bonds are included.
 - **Mitigation:** Match duration to cash flow needs; monitor credit quality.
- **FGIT (Florida Government Investment Trust)**
 - **Risk Type:** *Market Risk, Liquidity Risk*
 - **Details:** Similar to FMLvT, FGIT pools may include a mix of securities. Market volatility can affect NAV (Net Asset Value).
 - **Mitigation:** Use for medium-term funds, not immediate liquidity needs.
- **U.S. Treasuries**
 - **Risk Type:** *Interest Rate Risk*
 - **Details:** Virtually no credit risk, but longer-term Treasuries can lose value if rates rise.
 - **Mitigation:** Ladder maturities to reduce reinvestment and duration of risk.
- **Collateralized Certificates of Deposit (CDs)**
 - **Risk Type:** *Liquidity Risk, Reinvestment Risk*
 - **Details:** May be locked in for a term; early withdrawal could incur penalties or may be required to sell at a discount.
 - **Mitigation:** Use for funds not needed in the short term.
- **Money Market Funds (AAAm-rated)**
 - **Risk Type:** *Low Yield Risk, Liquidity Risk (in rare cases)*
 - **Details:** Very low risk, but yields may not keep up with inflation or rising rates.
 - **Mitigation:** Use as a liquidity buffer, not for long-term growth.
- **Repurchase Agreements**
 - **Risk Type:** *Counterparty Risk, Collateral Risk*
 - **Details:** If the counterparty defaults and collateral are insufficient or illiquid, losses could occur.
 - **Mitigation:** Only use fully collateralized repos with reputable institutions.

- **General Risks Across All Vehicles**

- **Regulatory Risk:** Changes in laws or interpretations of 218.415.
- **Operational Risk:** Errors in execution, custody, or reporting.
- **Inflation Risk:** Returns may not keep pace with inflation, especially in low-rate environments.

Public Funds Investment Risk Matrix

Investment Vehicle	Credit Risk	Interest Rate Risk	Liquidity Risk	Market/Volatility Risk	Notes
Bank-Sweep MMA	● Low	● Low	● Low	● Low	Daily Liquidity
Florida PRIME	● Low	● Low	● Moderate	● Low	Liquidity; AAAM-rated
FMIvT (1-3 Yr)	● Moderate	● Moderate	● Moderate	● Moderate	Duration risk if rates rise
FGIT	● Moderate	● Moderate	● Moderate	● Moderate	NAV can fluctuate slightly
U.S. Treasuries	● None	● High	● Moderate	● Low	Laddering helps mitigate
Collateralized CDs	● Low	● Moderate	● High	● Low	Not liquid; use for reserves
Money Market Funds	● Low	● Low	● Low	● Low	Ideal for cash buffer
Repurchase Agreements	● Moderate	● Low	● Moderate	● Moderate	Use only with strong counterparties

Legend:
● = Low Risk | ● = Moderate Risk | ● = High Risk

h. Performance Monitoring

- **Benchmarks:**
 - Operating funds: 90-day Treasury bill
 - Intermediate funds: 1 to 3-year Treasury index
- **Reporting:**
 - Monthly internal reports to the Finance Director
 - Quarterly investment reports to the City Council
- **Review:**
 - Annual review of the investment policy and strategy
 - Periodic audits by external auditors

i. Operations, Oversight & Governance

- **Investment Officer:** Per Sec. 2-172, Investment of Funds, the City's Chief Financial Officer (CFO) shall serve as the Investment Officer and invest funds not required for immediate disbursements.

- **Internal Controls:** Segregation of duties, dual authorization, and reconciliation procedures shall be maintained.
- **Reporting:**
 - The CFO must prepare a monthly internal report for the Finance Committee.
 - Quarterly investment report to the City Council

j. Adoption & Amendments

This plan shall be adopted by resolution of the City Council and reviewed annually. Any amendments must be approved by Council and comply with applicable laws.

2. INVESTMENT PORTFOLIO ALLOCATION

The portfolio is based on all cash-in-bank (CIB) of **\$11,500,000** available at the time this plan was developed. The strategy would be for the City of Neptune Beach to develop an investment portfolio that balances a **conservative-to-moderate allocations strategy** that balances **liquidity, safety, and reasonable return**, while complying with **Florida Statutes §218.415 and Ordinance 2025-12**.

This investment allocation is based on:

- Public sector best practices
- Florida Statutes §218.415
- Code of Ordinance, Sec. 2-172 – Investment of Funds
- Ordinance 2025-12
- Moderate risk tolerance (focused on capital preservation, liquidity, and reasonable return)

Allocation Strategy (All Cash in Banks (CIB):

A moderate conservative risk profile focused on **liquidity, safety, and yield**.

Investment Vehicle	Allocation %	Rationale
Florida PRIME, MMA	13%	Daily liquidity, AAAM-rated, low risk
FMIvT 1-3 Year Portfolio	33%	Slightly longer duration, higher yield
FGIT Short-Term Fund	38%	Diversification, day-to-day liquidity
Collateralized CDs	7%	FDIC-insured or collateralized, higher yield
Money Market Fund (AAAM)	9%	Immediate liquidity, cash buffer

a. Optional Enhancements

- **Laddered Treasury Strategy:** For capital projects, consider a 1 to 3-year ladder of U.S. Treasuries to match cash flow needs.
- **FMIvT Participation:** Use the Florida Municipal Investment Trust for longer-term funds with professional management.
- **Investment Advisor:** Engage a registered advisor (e.g., PFM, Chandler) to manage custom portfolios and ensure compliance.

Considerations

- Liquidity Needs:** Ensure enough is in Bank Overnight Sweeps, PRIME or MMFs for short-term (weekly obligations) obligations.
- Diversification:** Spread across multiple pools and instruments to reduce risk.
- Compliance:** All investments must meet the credit quality, maturity, and diversification requirements of 218.415.
- Oversight:** Regularly review performance, credit ratings, and compliance.

Recommended Portfolio Allocation

Fund Category	Purpose	Target Allocation	Investment Horizon	Possible Investment Instruments
Operating Funds	Daily cash flow, payroll, vendor pmts.	13%	0–6 months	Banks, Florida PRIME, Overnight Sweep,
Reserve Funds	Reserves, & contingency	33%	6–24 months	FLGIT ST Fund, U.S. Agencies, Short & Mid-Term Pools
Capital Project Funds	Bond proceeds, infrastructure	38%	1–3 years	FLGIT IT Fund, Custom laddered portfolio
OPEB Deposits	Long-term liabilities	07%	3–5+ years	FMIvT,
Strategic Opportunities	Special initiatives, grants	09%	Flexible	Laddered Treasuries, short-term pools

Strategy Highlights

a. Liquidity

- Keep \$1.6M (13.91%) in highly liquid instruments like **Florida PRIME** or **AAA-rated money market funds, banks overnight sweeps**.
- Ensures daily access for operations and emergencies.

b. Short-to-Intermediate Reserves

- \$2M in **FLGIT Short-Term Fund** or laddered **U.S. Agencies** for 6 to 24-month needs.
- \$1.9M in **FLGIT Intermediate Fund** or a **1-to-3-year Treasury ladder** for capital projects.

c. Long-Term Growth

- \$800K in **FMIVT** separately managed account for OPEB, compensated absences, and customer deposits.
- Allows for modest growth with longer duration and professional oversight.

d. Strategic Flexibility

- \$1,2M in short-term Treasuries or CDs for opportunistic use (reimbursable grants, matching funds, etc.).

e. Optional Enhancements

- **Laddered Treasury Portfolio:** For the \$1.6M capital fund, consider 1-, 2-, and 3-year Treasuries to match project timelines.
- **Investment Advisor:** Consider engaging a firm like **PFM** or **Chandler** to manage the \$2.4M in reserves and capital funds.
- **Quarterly Review:** Monitor performance, liquidity, and compliance with benchmarks and policy.

Recommended Allocation Strategy – \$11,500,000 Portfolio (all cash and investment Balances)

Fund Category	Purpose	Target %	Dollar Allocation	Investment Vehicles
Operating Funds	Cash flow, payroll, AP	13%	\$1,500,000	Overnight Sweep, CDs, MMFs
Reserve Funds	Reserves, stabilization	33%	\$3,800,000	FMIVT
Capital Projects	Infrastructure	38%	\$4,400,000	FL TRUST Fund , laddered Treasuries
OPEB & Deposits	Long-term liabilities	7%	\$ 800,000	Short-term Treasuries, CDs
Strategic Opportunities	Reimbursable Grants	9%	\$1,000,000	Short-term Treasuries, CDs